BY ORDER OF THE COMMANDER
AETC INSTRUCTION 36-2205
February 2000 (Interim Guidance)

Personnel

FORMAL AIRCREW TRAINING ADMINISTRATION AND MANAGEMENT

This instruction implements AFPD 36-22, *Military Training,* and provides management guidelines for all AETC flying training courses; oversight of these programs is provided by HQ AETC/DOF. This instruction applies to all AETC and AETC-gained units conducting formal aircrew flying training, Battle Management Training and Survival, Evasion, Resistance and Escape (SERE) training aligned under 19 AF. This instruction does not apply to students enrolled in technical training courses. Guidance for technical training students can be found in AETCI 36-2216, *Technical Training Administration of Military Standards and Discipline Training*. Section 1 provides guidance to all AETC flying training programs. Section 2 applies to undergraduate training only. Section 3 contains specific guidance for graduate training programs. Section 4 applies to SERE training. It applies to all undergraduate and graduate flying training wings and to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) who are enrolled in flying courses. The Memoranda of Understanding (MOU) for ANG fighter FTUs take precedence over this instruction. It applies to students enrolled in joint flying training with the US Navy and US Army; however, the MOU and host command guidance take precedence. The Euro-NATO Joint Jet Pilot Training (ENJJPT) Plan of Operation, MOU, and Steering Committee guidance take precedence. It establishes policy for student administration, training conduct and documentation, and graduate critiques. Subordinate units may supplement this instruction. Units will forward local supplements to NAF/DO and HQ AETC/DOF. Submit changes to this instruction on AF Form 847, **Recommendation for Change of Publication**. AETC/DO is approval authority for changes/revisions to this instruction. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 37 USC § 301a. Unless otherwise specified, the NAF/DO is waiver authority for this instruction. Copies of approved waivers will be forwarded to HQ AETC/DOF.

SUMMARY OF REVISIONS

This revision updates office symbols, changes the waiver authority from 19 AF/DOU to NAF/DO and supersedes AETCI 36-2217 and AETCI 36-2221. It adds duties and responsibilities for a school registrar function, and changes the Merit Assignment Selection System (MASS) guidance to provide new procedures for assigning undergraduate students to advanced flying training and Major Weapon Systems (MWS). It incorporates SERE student administration guidance previously found in AETCI 36-2207. It also establishes guidelines, restrictions, and military training standards for officers and nonprior service (NPS) enlisted aircrew members enrolled in formal flying training courses in lieu of AETCI 36-2216. It deletes the requirement for 19 AF/CC approval for student reinstatement in the Commander's Review Process and establishes written policy on crossflow of attrition students. It clarifies the process for elimination of students and establishes policy for T-34 trained pilots to become first assignment instructors (FAIPS). This revision also aligns Battle Management Training and SERE student training, formerly under technical training guidance, with USAF policy directives for flying training.

Forms Prescribed
AF Form 63, Officer/Airman Active Duty Service Commitment (ADSC) Counseling Statement
AF Form 77, Supplemental Evaluation Sheet
AF Form 174, Record of Individual Counseling
AF Form 475, Education/Training Report
AF Form 1042, Medical Recommendation for Flying or Special Operational Duty
AF Form 1256, Certificate of Training
AF Form 3849, PME/AFIT/RTFB Officer Worksheet
AETC Form 6, Waiver Request
AETC Form 31, Certificate of Aeronautical Rating
AETC Form 62, Absentee Report

AETC Form 99, Student Pilot Personnel Data
AETC Form 101, Student Performance Summary
AETC Form 126A, Record of Commander's Review Action
AETC Form 156, Student Training Report
AETC Form 167, Survival Training Withdrawal/Entry
AETC Form 168, Class Status Survival Training
AETC Form 169, Record of Medical Disqualification (Survival Training)
AETC Form 173, Academic and Non-Academic Counseling and Comments
AETC Form 200, T-37 Solo Certificate
AETC Form 238, T-38 Solo Certificate
AETC Form 240-5, Summary Record of Training
AETC Form 298, Flight Briefing Critique
AETC Form 410, High-risk Activities Worksheet
AETC Form 471, Graduation Roster
AETC Form 498, AETC Commander's Award Certificate
AETC Form 499, Distinguished Certificate
AETC Form 580, T-1A Team Certificate
AETC Form 668, Test Data
AETC Form 673, Student Critique
AETC Form 685, Summary Record of Training
AETC Form 687, Ground Training Critique
AETC Form 771, Learning Center Program Update Errata
AETC Form 803A, Student Activity Record
AETC Form 893, Learning Center Program Production Record
AETC Form 894, Learning Center/Ground Training Record
AETC Form 895, Learning Center Program Critique
AETC Form 901, Training Record (EF-V1)
AETC Form 902, Student Activity Record (EF-V2)
AETC Form 904, Training Summary (EF-V2)
AETC Form 1122, Summary Performance Report
AETC Form 1122A, Summary Performance Report-JSUNT/NAV
AETC Form 1122E, Summary Performance Report-JSUNT/EWOT
19AF Form 1A, T-1A Emergency Procedures
19AF Form 37A, T-37 Emergency Procedures
19AF Form 41, T-38 Emergency Procedures
19AF Form 50, Record of Training (JSUPT)
19AF Form 51, Record of Training (PIT)
19AF Form 52, Record of Training (JSUNT)
Randolph Form 295, Proficiency Summary Sheet
Tyndall AFB Form 186, Individual Mission Gradesheet

Tables
1. Distribution of CR Records
2. Distribution of Forms
3. Medical Disqualification

Attachments
1. Glossary of References, Abbreviations, and Acronyms
2. Sample Student Notification Memorandum
3. Briefing Guide for Students Entering the CR Process
4. JSUPT, ENJJPT, and JSUNT Merit Order Calculations
5. Flight Commander Ranking Matrix
6. Sample AF Form 3849, Training Recommendations
7. Award Specifications

Section 1 – General Training Guidance

This section applies to all AETC flying training programs. Chapters 1 through 4 provide guidance for undergraduate pilot, navigator, battle manager, SERE and graduate flying training programs. See section 2 for additional guidance for undergraduate training. Section 3 contains additional guidance for graduate training and section 4 for SERE.

Chapter 1 – Training Administration

1.1. Responsibilities: This instruction outlines the responsibilities for units conducting battle management training, SERE, and aircrew training in AETC. Each unit is responsible for instituting procedures to ensure training documentation, practices and procedures are accomplished in accordance with this instruction.

1.1.1. Headquarters Air Education and Training Command. HQ AETC/DO establishes policy, provides directives and resources for the conduct of formal training within this command. The OPRs for flying training policy, flight allocation and the creation of the annual Program Flying Training (PFT) are listed below.

1.1.2. HQ AETC/DO maintains approval authority for all formal flying syllabuses developed and maintained by the command.

1.1.2.1. OPR for flying training policy, student management, standardization and continuation training, and syllabus development/oversight is HQ AETC/DOF.

1.1.2.2. OPR for PFT programming and management is HQ AETC/DOR.

1.1.2.3. OPR for all MAJCOM courseware management is the AETC TRSS. AETC TRSS oversees all flying training courseware including instructor training, follow-on training, and aircrew training systems. All courseware must meet the intent and standards for HQ AETC flying training policy and developed from an AETC approved flying syllabus.

1.1.3. Numbered Air Force (NAF)/DO is responsible for the execution of flying training operations within AETC. Formal schools taught by Aircrew Training System (ATS) or Mission Training Support System (MTSS) contractor personnel will follow contract provisions.

1.1.4. Operations Group Commander: The OG/CC is responsible for all formal course training.

1.1.4.1. The OG/CC will follow the guidance of the Education and Training Course Announcements (ETCA) at http://hq2af.keesler.af.mil/etca.htm.

1.1.4.2. The OG/CC will follow formal procedures for elimination of graduate students from flight status IAW AFI 11-402/AETC Sup 1, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. Elimination of all other students will be IAW this instruction.

1.1.4.4. The OG/CC will follow guidance in AFI 11-404, *Centrifuge Training for High-G Aircrew*, as it relates to initial qualification or commander directed training.

1.1.4.3. The OG/CC will establish a registrar function to oversee student administrative duties for formal course training.

1.1.5. Registrar or designated OPR is responsible for the following actions:

1.1.5.1. Conduct a review of all incoming or hand carried AF Forms 63, **Officer/Airman ADSC Counseling Statement**, to verify accuracy of ADSCs and existence of statements of understanding or acknowledgment on the AF Forms 63, prior to the individuals starting training.

1.1.5.1.1. If the unit discovers an individual's ADSC was not documented prior to inprocessing, the unit will coordinate with the Military Personnel Flight (MPF) to complete an AF Form 63.

1.1.5.1.2. The individual will not begin training until a correct ADSC has been established and a signed valid AF Form 63 is on file.

1.1.5.2. Ensure all data is input into the Air Force Training Management System (AFTMS) no later than 10 duty days after the class start date.

1.1.5.3. Update the AFTMS not later than 10 duty days after class graduation date.

1.1.5.4. Forward a class graduation roster to the appropriate MPF ADSC POC for all courses.

1.1.6. ATS/MTSS Program/Course Manager or Subject Matter Expert (SME). Where applicable, the wing will assign an ATS/MTSS program/course manager or SME for each crew position in each MDS as appropriate. The responsibility of the program/course manager or SME is to help validate the contract for the Quality Assurance Representative (QAR). Specific duties will be outlined in unit supplements to this instruction.

1.1.7. Quality Assurance Representatives (QAR). Where applicable, wings will establish QARs to ensure ATS/MTSS contractors meet standards. Outline specific duties and responsibilities in the wing's supplement to this instruction.

1.1.8. Training group or operations group commanders will ensure all graduates meet Air Force requirements of standards and discipline.

1.2. Syllabus: A syllabus is the command approved training plan and the capstone document for execution of a formal course of training. Develop a syllabus for each formal course of training in the PFT. The syllabus is directive and should be followed precisely, unless waived. A syllabus prescribes the overall program of instruction for the course, gives special instructions, and lists the title and duration of the subjects or phases in the curriculum. HQ AETC/DOF is the MAJCOM manager for AETC flying training syllabuses and HQ AETC/DO is the approving authority. Syllabus prerequisite waiver, waiver approval authority, and syllabus deviation instructions are identified in the specific syllabus. The syllabus:

1.2.1. Will be developed using the guidelines in AFH 36-2235, Volume 8, *Information for Designers of Instructional Systems Application to Aircrew Training*.

1.2.2. Outlines the training required to meet the standards of proficiency specified in the course training standards (CTS).

1.2.3. Contains a bibliography of the training publications and a list of the training aids required to conduct the course.

1.2.4. Serves as a control document for administrative and supervisory personnel, and is used to prepare examinations, instructor guides, and student guides.

1.3. Learning Center: The learning center supports flying training by presenting standardized procedures, general knowledge, and widely accepted techniques through selected media. The following responsibilities are given to Air Force maintained learning centers. Contractor provided multi-media centers are exempt from these requirements.

1.3.1. The wing/group learning center chief will:

1.3.1.1. Ensure newly assigned instructional program developers or phase managers are trained in all phases of programming.

1.3.1.2. Ensure AETC/TRSS-provided programs are critiqued using AETC Form 895, **Learning Center Program Critique**. Reviews, validates, annotates actions taken, and forwards command program critiques to AETC TRSS/DO.

1.3.2. Learning Centers:

1.3.2.1. Operate to support syllabus-directed ground training.

1.3.2.2. Develop flying training courseware designed to supplement command courseware (except 12 FTW and 58 SOW). As a minimum, develop courseware covering local departures, recoveries, training areas, hazards, and subject matter unique or essential to local training. These products must meet the standards of Category 1A productions according to AFI 33-117, *Visual Information (VI) Management.* Submit any local production having potential command-wide applicability to AETC TRSS for review.

1.3.2.3. Ensure the appropriate level of coordination is prescribed before implementing a locally developed program. Design the coordination process to ensure completeness, accuracy, and standardization of all local programs. Ensure draft and final coordination includes the operations group commander and appropriate agencies. Advise the Base Visual Information Manager (BVIM) of the implementation date and numbers of copies required of all programs. The learning center files a DD Form 1995-1, **Visual Information Production Request, Evaluation, and Approval**, with the BVIM for each local production. *Note*: The BVIM or approved agency issues a production authorization number which must appear in the title of the production and on the media container.

1.3.2.4. Establish a review process for command and local programs to ensure they are kept current, reflect command policies and procedures, and are of sound training value. As a minimum, accomplish the following procedures:

1.3.2.4.1. Review all programs annually.

1.3.2.4.2. Ensure all reviews are from a representative cross-section of instructors, including flightline instructors, check pilots/check navigators, flight examiners, academic instructors, and supervisors.

1.3.2.4.3. Forward critiques on command issued programs to AETC TRSS.

1.3.2.5. E-mail reply to AETC TRSS, within 5 workdays of receipt of new or revised programs.

1.3.2.6. Ensure at least two copies of each program (command and local) are current and available for viewing. Use AETC Form 771, **Learning Center Program Update Errata**, to provide temporary changes to programs. Use available resources to the maximum extent possible to correct the errata.

1.3.2.7. May locally transfer command products to common electronic format. These copies may be made available for student checkout. Use the following procedures:

1.3.2.7.1. Determine how many electronic copies to make of each command program.

1.3.2.8. Ensure students requesting home use of materials sign the programs out on an AF Form 1297, **Temporary Issue Receipt**, Ensure the receipt states further duplication is not authorized.

1.3.2.9. Maintain a wing learning center catalog including all current command and local programs. Review the catalog quarterly to ensure its currency.

1.3.2.10. Assign programs on local topics to the appropriate ground training unit.

1.3.2.11. An AETC Form 894, **Learning Center Ground Training Record**, containing both command and local programs and briefings may be developed.

1.4. Standards And Discipline:

1.4. Standards and Discipline:

1.4.1. Objective. Reinforce training initiated during basic military training (BMT) and officer training and to continue emphasizing core values, professionalism, equal opportunity and treatment.

1.4.2. Military Customs, Courtesies, and Traditions. Student personnel must understand that customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part in their development as professionals and future leaders. Group commanders are encouraged to establish a program of activities that reinforces traditional military customs and courtesies and motivates and prepares officers and enlisted personnel for future leadership roles. This program may include parades, reveilles, retreats, open ranks inspections and ceremonies depending on student load and training requirements.

1.4.3. Instructor/Student Relationship. Professional conduct and relationships are essential to a quality-training environment. Instructors must ensure their personal relationships do not result in acts of favoritism, preferential treatment, or impropriety. Students are expected to maintain high standards of bearing and behavior, and demonstrate a professional attitude to superiors and subordinates

1.4.4. Each training group or operations group will implement a core program for nonprior service enlisted students (NPS) in resident training courses. Group commanders are the waiver authority for this paragraph. Group commanders may delegate this responsibility to a lower level.

1.4.4.1. As a minimum, the program will include:

1.4.4.1.1. Students are prohibited from using tobacco products during duty hours or while in uniform.

1.4.4.1.2. Those students of legal age may consume alcohol, however, they will not possess or consume alcohol in the dormitory or immediate surrounding area. Students on flying status will follow guidance in AFI 11-202, Vol 3, *General Flight Rules*, Chapter 5.

1.4.4.1.3. Students are restricted from permanent party dormitories and quarters except for events approved by the immediate supervisor. In those instances when students and permanent party must be housed in the same dormitory they will be separated by floor or wing of the building, if practical.

1.4.4.1.4. Students will meet or exceed Air Force standards of uniform wear and grooming.

1.4.4.1.5. Students are restricted from renting or frequenting local hotels and motels.

1.4.4.2. In addition, general guidelines for program development should include:

1.4.4.2.1. The use of stages or phases to increase/decrease restrictions based on time or behavior.

1.4.4.2.2. Use of a rating scale to encourage/gage progress and regression.

1.4.4.2.3. Development of a physical conditioning program.

1.4.4.2.4. Use of privately owned vehicles.

1.4.4.2.5. Restrictions on such things as alcohol consumption, co-ed visitation, curfew hours, marching to and from classes, quiet hours, room inspections, room personalization, required time to be in uniform, required times to be on station, and mandatory meals in dining hall.

1.5. Training Folders/Gradebooks. Each student will have a gradebook, training folder, or equivalent product containing mission gradesheets and other documentation. This documentation is property of the USAF and will be safeguarded at all times when in the student's possession until released to the student from their operational unit following completion of all formal training. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under the UCMJ.

1.5.1. Students will be briefed by squadron personnel on potential adverse administrative action prior to release.

1.6 Student Scheduling. Normally, students will not perform duties in excess of a 12-hour duty day. Exceptions: fighter, mobility and SOF/Rescue crews comply with MDS specific AFI 11-2XXX. SERE will follow guidelines outlined in AETCI 36-2212, *Survival Course Training Standards (CTS) and Syllabuses of Instruction (SOI)* or applicable syllabus. Academic scheduling will follow guidelines in AETCI 36-2220, *Academic Training*.

Chapter 2 – Training Quality

2.1. Course Training Standards (CTS): Graduates will achieve all syllabus-directed CTS. CTS prescribe the skills, knowledge, and proficiency required of graduates of formal flying training courses. CTS establish the overall course objectives and are the primary qualitative course control. Feedback from the gaining MAJCOM units and actual student performance will be used to refine the CTS. AFI evaluation criteria will be used as an AETC default standard if not otherwise specifically defined in the syllabus.

2.2. Commander's Awareness Program (CAP)

2.2.1. Objective: The objective of the CAP is to focus supervisory attention on the student's progress in training, specific deficiencies, and potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention.

2.2.1.1. Units will develop specific CAP guidance as it relates to the unit's mission. This should include, but is not limited to: levels of supervision, i.e. increased, marginal, etc., activity restrictions, instructor continuity, etc.

2.2.1.2. For undergraduate training, generate an AETC Form 101, *Student Performance Summary,* for any student placed on CAP, failing any checkride or academic test, or for any officership/airmanship problems. This form will become a permanent part of the student's gradebook/training folder.

2.2.2. Responsibility: The squadron commander (SQ/CC) will administer CAP. During contractor provided training, the SQ/CC with oversight of the student will administer the program. Once the student begins flightline training, the flying SQ/CC will administer the program. Responsibility may be delegated to flight commander/flight supervisor.

2.2.3. Placement or Removal: Place students on CAP when substandard performance requires close monitoring of the student's progress. Remove students from CAP when sustained normal progress is demonstrated or when personal issues are resolved. See individual syllabuses for substandard performance.

2.2.3.1. While the student is in CAP, tailor training to address the student's deficiencies. Contractor-provided training will be IAW training contract. Instructor continuity will be closely monitored. Proficiency standards will not be compromised to permit CAP students to progress in training.

2.2.3.2. Generally, CAP is intended as a short-term program. A student who requires an extended period of increased supervision should be considered for a progress/elimination check. The student's immediate supervisor will brief squadron leadership weekly on the student's progress. This briefing will include, as a minimum, strong areas, weak areas, training program details, and anticipated removal date from CAP.

2.2.4. Counseling: The immediate supervisor will counsel the student when placed on or removed from CAP. Additional counseling will be done at the discretion of the immediate supervisor. Document all counseling for inclusion in the student's gradebook or training folder.

2.3. Commander's Review Process (CR). Students failing to progress in the normal syllabus flow will be entered into the commander's review process. All syllabuses will have a CR process.

2.4. End-of-Course Critiques: Each organization will conduct an end-of-course critique program as an integral part of the formal course of training. The OG/CC (TRG/CD for SERE) will determine critique content and medium. Supervisors will review reports and initiate corrective action as necessary. It will be administered within 15 duty days of graduation. Use AETC Form 673, **Student Critique**, (or locally developed critique form) for written critiques.

2.5. Graduate Evaluation Program: If the course has pipeline students attending, then there is a mandatory point where a supervisor evaluation must be done to assess the effectiveness of the previous pipeline training. Supervisors at the gaining units will complete web-based feedback instruments available on the internet. For more information on the AETC Graduate Evaluation Program, refer to AETCI 36-2206 or contact HQ AETC/DOFE, DSN 487-2045.

2.5.1. Graduate Evaluations. Syllabus OPRs will institute syllabus stops (as applicable) to ensure AETC graduate evaluations are completed at appropriate points in training. Syllabus OPRs will make every effort possible to ensure feedback is received on graduates that attend follow-on training external to AETC. The use of web-based feedback instruments is highly recommended in all cases.

Chapter 3 – Medical Management Requirements

3.1. Introduction: This chapter and AETCI 48-102, *Medical Management of Undergraduate Flying Training Students,* establishes student management requirements for flight surgeons and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit manifestation of apprehension (MOA) symptoms or other medical conditions that affect daily student training decisions. (For SERE medical management requirements, see chapter 12.)

3.2. Airsickness: There are two types of airsickness: active and passive. Active airsickness includes vomiting; passive airsickness does not include vomiting but results in significant deviation in the mission profile or the inability to complete mission tasks due to the student's discomfort or nausea. The following operational and medical procedures are designed to provide individual attention and a reasonable opportunity for students who experience airsickness to adapt to the flying environment. Operational and medical personnel must strive to keep students motivated and flying on a regular basis. The airsickness management program is outlined in AETCI 48-102.

3.2.1. Management Procedures for Joint Specialized Undergraduate Pilot Training (JSUPT) and Pilot Instructor Training (PIT):

3.2.1.1. Rated officers in JSUPT or PIT who cannot overcome airsickness problems will be processed according to AFI 48-123, *Medical Examination and Standards*. In some cases, these officers may be granted an airsickness waiver and returned to rated duties in their previous specialty. Squadron supervisors should coordinate closely with the Chief of Aeromedical Services, or Army equivalent for helicopter training, on each of these special cases.

3.2.1.2. JSUPT students must meet maneuver item file (MIF) standards in order to continue flight training. Grade the student against the absolute rating scale, regardless of the impact of airsickness. Early in phase 2 flight training, the instructor may assist the student in overcoming the effects of airsickness by changing the mission profile, momentarily taking control of the aircraft, or if necessary, terminating the mission. As the student progresses in training, instructor assistance will be decreased. During the last five sorties preceding initial solo, instructors may offer only minimal assistance.

3.2.1.3. Students who experience active or passive airsickness will be sent to the flight surgeon as soon as practical for examination, counseling, and treatment. This visit must be made before the next flight. Document any episodes of airsickness on AETC Form 803A or suitable substitute.

3.2.1.4. While participating in the airsickness management program, JSUPT students will continue normal syllabus flow, including flying.

3.2.1.5. JSUPT students who become airsick on four or more pre-solo phase 2 sorties will be placed on CAP.

3.2.1.6. Phase 2 students with airsickness resulting in IP intervention, relinquishing aircraft control or premature sortie termination during any of the last five sorties preceding the initial solo, or on any post-solo sortie, will be graded unsatisfactory for safety of flight – airsickness. JSUPT students who become airsick during any of the last five sorties preceding the initial solo must receive squadron commander approval before flying initial solo.

3.2.1.7. Phase 3 students who occupy any pilot or copilot position and develop airsickness resulting in IP intervention, relinquishing aircraft control or premature sortie termination, on any sortie, will be graded unsatisfactory for safety of flight – airsickness.

3.2.1.8. Medication (dexscope treatment) usage by JSUPT students is limited to a maximum of three sorties, and treatment will stop no later than five sorties prior to the initial solo. Medication is restricted to students flying in the pre-solo phase of phase 2 training.

3.2.1.9. Following any active airsickness episode, the next flight must be with an instructor.

3.2.1.10. After the third post-solo airsickness, the squadron commander will make an assessment of the student's potential to complete training. As long as potential to graduate is high, an AETC Form 803A entry will be made and the student will continue in training. If potential to graduate is low, a commander's review will determine whether a student will be retained in or eliminated from training. Elimination of students will be conducted IAW AETCI 48-102.

3.2.2. Management procedures for rated or previously trained aircrew, see AFI 48-123, attachment 7.

3.2.3. Management procedures for all other initial aircrew trainees:

3.2.3.1. The student must meet standards in order to continue flight training. Continue efforts to achieve mission requirements until the student cannot meet mission demands.

3.2.3.2. Students who experience active or passive airsickness will be sent to the flight surgeon as soon as practical for examination, counseling, and treatment. This visit must be made before the next flight. Document any episodes of airsickness on AETC Form 803A or suitable substitute.

3.2.3.3. Medication (dexscope treatment) is limited to a maximum of three flights during training.

3.2.4. The squadron commander will review the airsick student's performance, determine the appropriate action, and inform the OG/CC if any action is required. If the student continues to be actively airsick, a commander's review will be considered. Squadrons will forward airsickness history to the student's next squadron. Elimination of students will be conducted IAW AETCI 48-102.

3.3. Manifestation of Apprehension (MOA): MOA is a state of psychological anxiety, apprehension, and/or physical impairment exhibited by students toward their training environment.

3.3.1. MOA Symptoms**:** MOA symptoms could include passive or active airsickness, insomnia, loss of appetite, anxiety, or tension related to the flying or controlling environment. Students may try to mask their MOA symptoms with frequent vague medical problems, frequent flight surgeon visits, lack of preparation, or daydreaming. Deterioration in performance or airsickness is more common and occurs over a long period of time.

3.3.2. MOA Identification: At times, the best possible identification of MOA will be through an instructor's subjective evaluation. A student's sudden lack of motivation, negative attitude toward learning, loss of sense of humor or other personality changes may indicate MOA. Instructors will inform the flight commander any time a student's performance is impaired due to actual or suspected MOA. See AETCI 48-102 for additional guidance.

3.3.3. MOA Management Procedures: The squadron commander/flight commander will request a flight surgeon examination for each student with MOA symptoms. If there are no psychological or physical problems, the student is medically qualified for flying/controlling duties. The decision to eliminate a student for reasons of MOA is an operational decision based on mission impairment. The squadron commander will review a student's training record and enter justification in the student's gradebook/training folder concerning the decision to recommend elimination for MOA. For rated officers, see AFI 11-402.

3.4. Inflight G Tolerance Problems: G-Induced Loss of Consciousness (G-LOC) or visual blackout incidents are considered G-induced physiological incidents. Terminate missions where students experience G-LOC and grade the mission incomplete or IAW the appropriate syllabus. Notify wing safety immediately after landing. The operations group commander will conduct a review of the circumstances surrounding each G-LOC incident and determine appropriate action. The incident will be reported as a physiological incident/mishap IAW AFI 48-123, *Medical Examinations and Standards*, and AFI 91-204, *Safety Investigations and Reports*. The next sortie will be flown dual. Document all episodes of G-LOC in the student's gradebook.

3.4.1. Flight Surgeon and Physiological Training Officer (PTO) Procedures: If the G-LOC was determined to be a result of an improper anti-G straining maneuver, the flight surgeon will refer the student to the PTO for a one-on-one training session which should be accomplished prior to the next aircraft mission. The session will include the proper use of the anti-G straining maneuver (AGSM). The PTO will evaluate the student's performance of the anti-G strain to determine if additional instruction is necessary. Flight surgeons and aerospace physiologists are expected to review HUD tapes, when they are available, to aid in making a determination of the cause of any G-related incident.

3.4.2. Students who experience more than one episode of G-LOC:

3.4.2.1. For phase 2, IFF and FTU training: A second G-LOC incident due to an improper anti-G straining maneuver requires evaluation and training at Holloman AFB centrifuge prior to continuation in the course flow. (ENJJPT international students exempt)

3.4.2.2. In all formal flight training courses, when a student experiences a second episode of G-LOC, the flight surgeon will report the situation to the Aerospace Medicine Branch (HQ AETC/SGPA) before clearing the student for further flying.

3.4.3. If a student enrolled in a flying training course that required centrifuge training experiences a G related incident prior to the accomplishment of centrifuge training, restrict the student to dual-only flying until completion of initial centrifuge training. In the event of a centrifuge training failure, follow the instructions in the appropriate chapter of AFI 11-404, *Centrifuge Training for High-G Aircrew.*

3.4.4. G-LOC due to medical causes that are easily remedied, such as dehydration, do not require additional anti-G straining maneuver training. Flight surgeons may use counseling as an effective training methodology. G intolerance for any cause that cannot be resolved is reason for elimination from training. Refer all cases of students pending elimination for G intolerance after completion of phase 2 training to NAF/DO for review.

3.4.5. Flight Commander Procedures: The flight commander will review the student's gradebook/training folder and discuss anti-G straining procedures with the student to ensure maximum training effectiveness.

3.4.6. An episode of G-LOC may require a medical waiver prior to return to flying duties. For specific guidance, refer to AFI 48-123, *Medical Examinations and Standards,* attachment 6.

3.4.7. In cases of persistently inadequate G-Tolerance, the flight surgeon and squadron operations officer will evaluate any student who fails repeat centrifuge training or experiences recurring difficulties meeting training objectives due to the effects of G forces. Restrict the student to dual-only flying during the evaluation. The flight surgeon will forward a summary of the medical evaluation to the Aerospace Medicine Branch (HQ AETC/SGPA). A healthy student unable to perform satisfactorily under G forces despite repeat centrifuge training will be handled administratively. If administrative procedures move the student to a low-G weapon system, NAF/DO will determine if the individual should be restricted from future duties as an IP in aerobatic aircraft. If such restriction is warranted, NAF/DO will inform HQ Air Force Personnel Center, Operations Assignments Division (HQ AFPC/DPAO) by memorandum.

3.5. Administrative Requirements for Flying Training Supervisors and Flight Surgeons: Flight surgeons will provide flying training supervisors a list of all flying restrictions for each student entering training. Flying training supervisors will forward restrictions to gaining units.

3.5.1. Any instructor or squadron supervisor may direct a student to the flight surgeon, or a student may initiate a visit to the flight surgeon.

3.5.2. Any visit to the flight surgeon or PTO will be documented. For directed visits, the student will hand-carry the documentation to the flight surgeon or PTO and will return it to the flight commander for inclusion in the gradebook/training folder. Flight surgeons will review the documentation, annotate any recommended flying restriction, and date and sign the documentation. If the student initiates the visit, the flight surgeon or PTO will provide the documentation, and the student will return it to the flight commander. If a student's DNIF/DNIC status changes, the flight surgeon's office will inform the student's flying squadron either by telecon or by providing the squadron with a copy of the AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty.** Simulation training during DNIF/DNIC status may be considered acceptable. The flight surgeon should address this training on the AF Form 1042. Dental and flight surgeon examinations, other than sick call and emergencies, will be approved by the appropriate supervisor prior to scheduling a flight surgeon appointment.

Chapter 4 – Student Administration

4.1. Entry Control: The program flying training (PFT) document published by HQ AETC/DORA is the primary source document that provides information on class entry, student load, and production schedules for most AETC flying training courses.

4.1.1. Entry Rosters: Training units will obtain class entry rosters through AFTMS or HQ AFPC/DPMA two weeks prior to class entry. The training unit will report discrepancies as soon as discovered but no later than three days following class start date. Report any changes or discrepancies to HQ AETC/DORA and NAF/DO. SERE, with HQ AFPC/DPMA approval, may enter students awaiting training in an earlier class.

4.1.2. Students in Transition Status: Assign duties to transition students (awaiting training, eliminees, medical or administrative hold, etc.) commensurate with their background, training, and grade. ANG and AFRC students will not be assigned "casual student" duties. Contact the 19 AF/CCG or 19 AF/CCR office for disposition of students. Usually, any break in training between courses requires the student to return to their home unit. (See chapter 12 for SERE)

4.2. Class Quotas: HQ AETC provides yearly class quotas via electronic PFT Books published on the HQ AETC/DO home page and/or messages. The AETC OPRs will notify all affected units of quota changes.

4.2.1. Production Metrics Report: HQ AETC/DORA, assisted by 19 AF/DO staff, is the primary point of contact for flying training production metrics. At the beginning of each fiscal year, HQ AETC/DORA will provided a metric reporting template (e.g., PFT database) to each flying training wing. Operations group commanders, or their designated POCs, will use the template to forward class entries, attrition, gains, losses, and grad numbers to HQ AETC/DORA by the 10th day of every month.

4.3. Special Reporting Procedures for ANG and AFRC Students: Squadron commanders will ensure the actions outlined in this paragraph are taken. *Note*: This reporting is exempt from reports control symbol (RCS) reporting according to AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

4.3.1. ANG or AFRC Students Experiencing Difficulty: Immediately notify 19 AF/CCR or 19 AF/CCG (as appropriate) by message (19 AF RANDOLPH AFB TX//CCR/CCG//) or by email, when an ANG or AFRC student requires any of the following: a progress check (PC), an elimination check (EC), enters commander's review (CR), is placed on administrative hold, is eliminated or reinstated in training, receives a new graduation date, or when there is reasonable doubt about the student's potential to complete a phase of training. Include the student's home unit and Air National Guard Readiness Center (ANG ANDREWS AFB MD//DPTF//) or Air Force Reserve Command Directorate of Training (HQ AFRC ROBINS AFB GA//DOT//) (as applicable) as addressees on all messages or emails. ANG or AFRC students experiencing difficulties includes students assigned to a fighter unit but who lack the potential to complete follow-on fighter training.

4.3.2. Graduation Notification: When the graduation date changes and for class duration of 60 days or greater, notify the student's home unit and HQ ANG/DPTF or HQ AFRC/DPMB by message or email of the student's graduation no later than 30 days before graduation. When it becomes apparent a student may graduate late, notify the student's home unit as soon as possible. Send an information copy to 19 AF/CCR or 19 AF/CCG (as appropriate).

4.3.2.1. Battle Management Training Graduation Notification: ANG and AFRC students attending Battle Management Training courses are given an extra copy of their AF Form 1256, **Certificate of Training**, and instructed to provide this copy to their servicing MPF for update in their permanent personnel folder, IAW the ETCA.

4.3.2.2. Exception: Units with AFRC/ANG advisors are exempt from this requirement.

4.4. Fitness Standards for Crewmembers. Students will participate in a scheduled physical training program designed in each syllabus if applicable. JSUPT, IFF, and fighter FTUs will administer programs outlined in the syllabus, AETCI 11-4xx, *Fighter Aircrew Conditioning Program*, and AFPAM 11-419, *G-Awareness for Aircrew*.

4.5. Students Failing to Meet Weight and Body Fat Standards: Enter students who exceed weight and body fat standards in the Weight and Body Fat Management Program (WBFMP) unless they are medically deferred (AFI 40-502, *The Weight Management and Body Fat Program*).

4.5.1. Administrative Procedures (US Students): US students may continue ground training events at the discretion of the squadron commander. Students who exceed body fat standards will be grounded until a medical evaluation, diet counseling, and an exercise program plan is accomplished IAW AFI 40-502. While on weight status code (WSC) 6 (initial) or 1 (satisfactory progress), the student may continue to fly. However, if the student's WSC changes to 2, the student will be grounded and will not return to flying status until achieving WSC 1, 3, or 4. Refer to AFI 40-502 for details. Students who fail to make satisfactory progress in the WBFMP and (or) fail to meet their maximum allowable body fat standards within the prescribed time will be evaluated under the commander's review process.

4.5.1.1. Students who do not meet weight and body fat standards upon initial check-in at the training unit will not begin training. At the discretion of the unit training SQ/CC, these individuals may be sent back to their home unit until they can meet the weight and body fat measurement standards. Upon meeting the weight and body fat standards will students be allowed to begin training.

4.5.2. Administrative Procedures (International Students): International students who do not meet US body fat standards will not be grounded unless the flight surgeon determines their condition is a hazard to flying safety. AFSAT/CC and NAF/DO will be notified of international students who do not meet standards for further administrative guidance.

Section 2 — Undergraduate Training

This section provides guidance to all units conducting undergraduate flying training. This guidance is in addition to guidance found in section 1.

Chapter 5 – Undergraduate Policy

5.1. Training Folders: The training folder is for the exclusive use of the flight commander and the immediate chain of command. Document information affecting student training inappropriate for public access or sensitive in nature in this folder. Maintain the folder in a secure location. Students may only access their own training folder. Additional contents are referenced in chapter 6 for JSUNT and in chapter 9 for Battle Management Training.

5.1.1. Training Folder Contents:

5.1.1.1. AETC Form 173.

5.1.1.2. AETC Form 803A.

5.1.1.3. AF Form 174.

5.1.1.4. AF Form 1042.

5.1.1.5. Student's Academic Test Grades Summary.

5.1.1.6. Mission Gradesheets.

5.1.1.7. CR Process paperwork.

5.1.1.8. Messages (ANG and AFRC if applicable)

5.1.1.9. Student Officer's Biography (optional).

5.1.2. Documentation: AETC Form 803A will be used for manual documentation of student training. Instructors will provide a concise summary of the student's training. Entries should clarify any training action. Instructors will begin each entry with the date and reason for the entry. The entry will end with the signature, printed name, grade, and duty title of the instructor making the entry. The student and flight commander will initial all AETC Form 803A entries. Documentation is required for the following:

5.1.2.1. Medical Qualification (DNIF/DNIC status).

5.1.2.2. Failure of any academic test, performance check, progress check, or elimination check.

5.1.2.3. Counseling sessions. Document sessions concerning training progress on an AETC Form 173 and sessions concerning sensitive personal problems on an AF Form 174.

5.1.2.4. Assignment to and removal from CAP.

5.1.2.5. Training folder review prior to a PC, EC, or CR.

5.1.2.6. Incomplete lessons.

5.1.2.7. Authorization for AT.

5.1.2.8. AT accomplished.

5.1.2.9. Removal from training.

5.1.2.10. Syllabus deviations or training waivers.

5.1.2.11. Airsickness or MOA episodes.

5.1.2.12. Any unusual occurrence that could affect the student's progress.

5.2. Commander's Review Process (CR).

5.2.1. Entry. Students failing to progress in the normal syllabus flow will be entered into the commander's review process. The flight commander/squadron commander will enter the student in the review process as outlined in each syllabus. ENJJPT uses a Training Review Board, as required to manage students not meeting normal syllabus progress. See the ENJJPT syllabus for specific guidelines.

5.2.2. PC and EC Checkrides are key events in the CR process. Triggers for these events are located in the applicable syllabus. For progress checkrides generated in a block of training, appropriate instruction will be given in all areas throughout the mission. If the progress checkride is generated by an unsatisfactory checkride, the person administering the checkride may offer instruction in order to assess the student's potential to complete the course. However, there should be no instruction on subareas that were graded below standards on the checkride that triggered the PC/EC, or have been a trend item on practice missions. Elimination checkrides, no matter how they are generated, must assess the student's ability to accept instruction, potential for course completion, and potential success in follow-on training. Overall mission grade should be made on student's characteristic performance in these areas. The student is allowed to repeat maneuvers and instruction is allowed in all areas. In all cases the unsatisfactory subareas that precipitated the PC or EC will be sampled. The following procedures apply to PCs and ECs:

5.2.2.1. The student's flight commander or the assistant flight commander will administer PCs. If neither the flight commander nor the assistant flight commander is available, the PC should be conducted with an assistant operations officer or above. For Battle Management Training, in the event the flight commander or assistant flight commander is unavailable, then a designated block instructor will conduct the PC with the assistant operations officer or above observing.

5.2.2.2. The student's squadron commander, operations officer, or assistant operations officer will conduct ECs. For Battle Management Training, the EC will be conducted by a designated block instructor and observed by the squadron commander, the operations officer or assistant operations officer.

5.2.2.3. PCs or ECs for procedural knowledge are ground evaluations. These evaluations may include a simulator mission. Procedural PCs or ECs will be recorded as zero time in the category where the deficiency was noted. (Not applicable for JSUNT or Battle Management Training.)

5.2.2.4. Satisfactory PCs or ECs will complete the mission that triggered the checkride if all the original mission objectives are met. If the next scheduled mission was a end-of-phase checkride and all checkride objectives were satisfied on the PC or EC, the PC or EC will count as the end-of-phase checkride. Simulator PCs or ECs will not be substituted for an aircraft/live evaluation. When a PC or EC is substituted for a end-of-phase checkride, a zero-time 19AF Form 50 for JSUPT or a 19AF Form 52 for JSUNT from the applicable category will be submitted for the category check.

5.2.2.5. PCs and ECs will be graded NG or U.

5.2.3. Responsibilities**:** The operations group commander will be responsible for the CR. This review will recommend the student's elimination or retention in training. It will be completed within 10 workdays (24 workdays for international students). Timing starts the day the initiating authority signs the AETC Form 126A, **Record of Commander's Review Action**. The wing commander will make the decision regarding the student's reinstatement or elimination (attachment 2). CR records will be distributed as outlined in table 1 and maintained according to AFI 37-139, *Records Disposition Schedule*.

5.2.3.1. The **initiating authority (IA):**

5.2.3.1.1. Is the student's squadron commander

5.2.3.1.2. Will notify the student in writing on consideration for elimination (attachment 2).

5.2.3.1.3. Will brief the student according to attachment 3.

5.2.3.1.4. Will remove the student from training.

5.2.3.1.5. Will complete AETC Form 126A, section I and will ensure the student completes section II. The IA will forward the AETC Form 126A with the student's letter, training records, and any attachments to the reviewing authority (RA).

5.2.3.2. The **reviewing authority (RA):**

5.2.3.2.1. Is the operations group commander. (TRG/CD for SERE)

5.2.3.2.2. Will review the student's training and recommend elimination or retention in training. This review will be conducted by the operations group commander, but may be delegated to the operations group deputy commander, operations support squadron commander, or any flying training squadron commander (not to include the student's squadron commander). The RA will examine the student's training records and interview, as a minimum, the student and flight/squadron commander.

5.2.3.2.3. Will complete sections III and V (if applicable) of AETC Form 126A and forward the form with all applicable records to the approving authority (AA) for final review. Applicable records will include a written summary of the significant facts and specific rationale used in arriving at the recommendations.

5.2.3.2.4. Will terminate the CR when it becomes apparent circumstances require convening an investigation under the provisions of AFI 51-602, *Boards of Officers,* or when information arises which would cause the student to be medically disqualified.

5.2.3.3. The **approving authority (AA):**

5.2.3.3.1. Is the wing commander. Is the group commander for SERE.

5.2.3.3.2. Will eliminate or reinstate the student.

5.2.3.3.3. Will complete section IV of AETC Form 126A annotating any recommendations of follow-on training for the student. Pilot training eliminees (or if training with the Navy, potential eliminees) will not be recommended for entry into any other JSUPT track. Similarly, navigator training eliminees (or if training with the Navy, potential eliminees) will not be recommended for entry into any other JSUNT track. Due to academic similarities, JSUPT academic eliminees will not be recommended for JSUNT. Eligible eliminees for JSUNT should also have a minimum academic average of 93%. Students eliminated for MOA or drop on request (DOR), (previously self-initiated elimination) will not be recommended for any other UFT.

5.2.3.4. Students should be eliminated if they:

5.2.3.4.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course of training due to physical, psychological, or personality factors. LOA eliminees will require an evaluation from both medical and rated personnel. This category includes airsickness, G-LOC and MOA. Specific deficiencies will be annotated in the remarks section of the AETC Form 126A.

5.2.3.4.2. Fail to meet proficiency standards of the syllabus in flying, controlling, academics, or procedures.

5.2.3.4.3. Fail to demonstrate the potential to complete the course of training within syllabus constraints.

5.2.3.5. Students will be eliminated if they:

5.2.3.5.1. Initiate elimination. (Battle Management Training excluded)

5.2.3.5.2. Become medically disqualified.

5.2.3.5.3. Fail to meet standards prescribed in AFI 40-501, *The Air Force Fitness Program.*

5.2.3.5.4. Initiate action to separate from the service.

5.2.3.5.5. Are recalled by parent unit, higher headquarters, or home country.

5.2.3.5.6. Are involved in drug abuse substantiated by reliable evidence.

5.2.3.5.7. Are absent without leave (AWOL), confined or have deserted.

5.2.3.5.8. Are hospitalized for an extended period.

5.2.3.5.9. Receive punitive action under the articles of the Uniform Code of Military Justice.

5.2.3.5.10. Demonstrate improper conduct or attitude, or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for training.

5.2.3.6. Student disposition will be as follows:

5.2.3.6.1. Students reinstated into training after the CR will complete an EC following completion of the additional training. Students reinstated after academic deficiencies will repeat the exam after appropriate additional training.

5.2.3.6.1.1. For Battle Management students who have been reinstated into training, two additional AT sessions beyond the syllabus are authorized by the OG/CC. Students reinstated into training after the Commander's Review will be administered a second EC following completion of AT. If the student subsequently fails to progress in the normal syllabus flow after this additional training and second EC, the student will be eliminated.

5.2.3.6.2. On completion of section IV of AETC Form 126A, eliminated students will be processed under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers,* AFI 36-3207, *Separating Commissioned Officers,* AFI 36-2110, *Assignments,* or the ETCA. International students will be processed under AFJI 16-105, *Joint Security Assistance Training (JSAT).*

5.2.3.7. Distribution of CR Records: Distribution will be accomplished within 10 workdays of completion of the CR. (See table 1.)

5.2.3.7.1. CR records will be distributed as outlined in table 1 and maintained according to AFI 37-139, *Records Disposition Schedule*. Disposition of CR records for Battle Management students will be IAW chapter 9. Disposition of CR records for SERE students will be IAW chapter 12.

5.2.3.7.2. A copy of the completed AETC Form 126A will be forwarded to the office performing course registrar duties. The course registrar will ensure that HQ AETC/DORF (for Battle Management Training, notify HQ AETC/DOFA) is informed of every elimination from training so that the Air Force Training Management System (AFTMS) can be updated with an elimination code.

5.2.3.7.3. The base Flight Management office will update the Air Force Operations Resource Management System (AFORMS) with the appropriate disqualification code.

Table 1. Distribution of CR Records.

A	B	C	D
Item	**Form/Item**	**Student**	**Copy Distribution**
1.	AETC Form 126A	Active Duty AF	19 AF/DOU – 1 Servicing MPF – 1 HQ AFPC/DPSRI1 (note 1) - 1
2.		Naval Aviators	19 AF/DOU – 1 Servicing MPF – 1 CNATRA/N3 (note 2) - 1
3.		ANG	19 AF/DOU – 1 Servicing MPF – 1 ANG/DPTF (note 3) - 1

4.		AFRC	19 AF/DOU – 1 Servicing MPF – 1 HQ AFRC/DPMB (note 4) – 1 ARPC/DSMM (note 5) - 1
5.		International	19 AF/DOU – 1 Servicing MPF – 1 3. AFSAT/TO (note 6) - 1
Suspense: 10 workdays after completion of the CR.			
6.	Memo of Notification	All	19 AF/DOU – 1
7.	Student's Show Cause Letter		
8.	Student's Daily Grade Reports		
9.	Student's Daily Resumes		
10.	Individual Flight Record		
11.	Military and Academic Training Report		
Items 7 through 11 will be attached in order following the AETC Form 126A to all CR packages. Suspense: 10 workdays after completion of the CR.			
12.	Student training record, including AETC Forms 803A	All	19 AF/DOU – 1
13.	AETC Form 240-5		
14.	Involuntary Release Statement		19 AF/DOU – 1 (if applicable)
15.	AF Form 422		19 AF/DOU – 1
16.	SF 502	All	19 AF/DOU – 1 (medical eliminations only)
17.	AETC Form 99	JSUPT, ENJJPT	19 AF/DOU – 1
18.	RTW Form 290 (with photo)	JSUNT	
19.	Student Autobiography	All	19 AF/DOU - 1 (except JSUNT)
20.	Order awarding aeronautical rating		19 AF/DOU – 1
21	Order rescinding aviation status		
Items 12 through 21 will be attached in order following the AETC Form 126A to CR packages for students eliminated from training. Suspense: 10 workdays after completion of the CR.			

Notes:
1. HQ AFPC/DPM/DPSRI1, 550 C St. West, Ste 21, Randolph AFB TX 78150-4723.
2. CNATRA/N3, 250 Lexington Blvd, Ste 102, NAS Corpus Christi TX 78419-5000.
2. ANG/DPTF, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.
4. HQ AFRC/DPMB, 155 2nd St., Robins AFB GA 31098-1635.
5. ARPC/DSMM, 6760 East Irving Pl, Denver CO 80280-4600.
6. AFSAT, 2021 1st Drive West, Randolph AFB TX 78150-4302.
7. HQ ROTC/DOTS, 551 East Maxwell Blvd., Maxwell AFB AL 36112-6663.

5.3. Special Reporting Procedures for Female and Minority Students. In the event a female or minority student is eliminated (other than DOR) 19 AF/DOU will review the training records and submit a detailed report to AETC/CV. (Battle Management Training excluded)

5.4. Student Assignment Process: Students will be assigned advanced training and MWS aircraft based on their merit order in their class. The wing commander is responsible for the merit order process that includes flying, academic, and military performance scores. For each class, HQ AFPC/DPAOT1 will provide flying training wings with a full assignment block at least two workdays prior to assignment day. Assignment day will be no later than two weeks prior to graduation for ENJJPT and the advanced training tracks of JSUPT. HQ AETC/DP will provide HQ AFPC/DPAOT1 the final assignment results.

5.4.1. Career Information: Prior to track assignment and again prior to MWS assignment, wings will provide students with MWS specific career information. The nature of this information should assist students in making educated choices

when requesting specific training tracks/aircraft. Specific information should include mission duties, career path/advancement opportunities, and average TDY commitments. Present the information in the form of briefings, "career days," or any other practical means. UFT wings should also consider sponsoring "career day" activities in conjunction with the base's annual open house or airshow. Student requests are accomplished on a modified AF Form 3849, **PME, AFIT, RTFB Officer Worksheet,** in JSUPT.

5.4.2. Merit Order Information Briefing: All students in the class will be present for an overall assignment system briefing given by the flight commander or appropriate squadron representative to ensure understanding of the methodology.

5.4.2.1. Base the flight commander ranking on military performance and officership potential only. Class standing for flying skills will not be considered. Flight commanders should consider such qualities as standard of appearance, professionalism, preparedness for training, teamwork, punctuality, maturity, etc., when assigning student rank order.

5.4.3. JSUPT Procedures (Columbus, Laughlin, Vance):

5.4.3.1. JSUPT Track Assignment Process: T-37 merit order will be used for assignment of phase 3 training tracks. Not later than 5 workdays prior to T-37 phase completion date, HQ AETC/DOR will allocate and forward the track authorizations (T-1, T-38, T-44, and UH-1) to each JSUPT wing based upon each wing's class size (assignment eligible students only). Track assignment will occur during the last week of T-37 training after all assignment-eligible students have completed their checkrides.

5.4.3.1.1. Merit Order Calculation: Each operations group commander will compute the T-37 merit order for all students, using the percentages and calculations at attachment 4. Each flight commander will rank assigned students using the flight commander matrix at attachment 5 (no ties). The two flight merit orders will be merged, producing class standing (merit order) by total point score.

5.4.3.1.2. Track Assignment Procedures: Prior to track assignment, each student will fill out a modified AF Form 3849, indicating their preference for phase 3 training in order. The student's assigned IP will make a training recommendation for each track on the Form 3849 (see example at attachment 6). The flight commander will concur, or non-concur with remarks. The recommendation will be based on each student's demonstrated skills and potential to complete advanced training. The squadron commander and flight commanders will convene and assign students advanced training using the following guidance:

5.4.3.1.2.1. Students will be rank ordered for advanced training in merit order, as calculated using the procedures in attachment 4.

5.4.3.1.2.2. The top 10% of graduates will receive their first choice (if available): Numbers .5 and above will be rounded to the next higher number. (Example: the top 10% of 15 students would be 1.5 students; rounded up to 2 students.)

5.4.3.1.2.3. Continuing with the rank order listing and using the student's AF Form 3849, provide the best match of the student's skills, potential, desires and available training quotas. Students will receive their first choice of advanced training track if available and their IP and flight commander recommend them for that track. If the student's first choice is not available or they are not recommended for that track, go to student's second (third, etc.) choice. If that track is available and the student is recommended, the student will be assigned to that track. If remaining students are not recommended for a specific training quota (e.g., a T-38 quota is unfilled but remaining students are not recommended for T-38 training), that quota will have to be assigned to a student who is recommended for that training but who was previously assigned to another track. This will free up the training quota previously assigned and may require additional changes. In all cases, consider the student's skill, potential and desires as well as the needs of the Air Force when assigning advanced training.

5.4.3.1.2.4. The WG/CC will be actively involved in the track selection process and is the approval authority to ensure the "best match" of student's skill, potential and desire with available training. Within two workdays after final approval, the operations group commander will forward copies of the final merit order and track assignment to HQ AETC/DORA.

5.4.3.2. JSUPT Assignment Process: Advanced track (phase 3) merit order will be used in the assignment of MWS aircraft/location assignments.

5.4.3.2.1. JSUPT Merit Order Calculation: The operations group commander will compute the T-1, T-38 and UH-1 merit order for all students (active duty, ANG, and AFRC), using the percentages and calculations at attachment 4. Each T-38 student must have completed the contact, two-ship formation and low level checkrides to compete for assignment with their class. Each T-1 student must have completed the transition and navigation checkrides to compete for assignment with their class. Each UH-1 student must have completed all training through sortie T-5 of the USAF-unique phase to compete for assignment with that class.

5.4.3.2.2. JSUPT MWS Assignment Procedures: After receipt of the aircraft assignment block and prior to assignment day (night), each student will fill out a modified AF Form 3849, indicating their choice of MWS aircraft in order. The student's assigned IP will make a FAIP recommendation for each student on the Form 3849 (see attachment 6). The recommendation will be based on each student's demonstrated flying and interpersonal skills, maturity, and potential to return as a FAIP. The flight commander will concur, or non-concur with remarks. The squadron commander and flight commanders will convene and assign students MWS aircraft using the following guidance:

5.4.3.2.2.1. Students will be rank ordered for MWS aircraft in merit order, as calculated using the procedures in attachment 4.

5.4.3.2.2.2. The top 10% of graduates will receive their first choice (if available). Numbers .5 and above will be rounded to the next higher number. (Example: the top 10% of 15 students would be 1.5 students. This would be rounded to 2 students.) The top 10% will not be assigned FAIP duty unless they specifically volunteer.

5.4.3.2.2.3. Continuing with the rank order listing and using the student's AF Form 3849, provide the best match of the student's desires with available MWS aircraft. Students will receive their first choice of MWS aircraft if available. If the student's first choice is not available, go to student's second (third, etc.) choice until a match is found. If a FAIP quota is unfilled and remaining students are not recommended for FAIP duty, that quota will have to be assigned to a student who is recommended for FAIP duty but who was previously assigned to another aircraft. This will free up the aircraft previously assigned and may require additional changes.

5.4.3.2.2.4. HQ AETC/DPAO will send aircraft blocks to each base. All bases will be informed of other bases' aircraft drops as well. WG/CCs may swap assignments (within an assignment block) with other wings to better meet the needs of the Air Force and the desires of their graduating students. This will be done by agreement between the WG/CCs. Assignment swaps must be accomplished prior to students receiving their assignments and coordinated with HQ AETC/DPAO.

5.4.3.2.2.5. For rated management reasons, captains (as of graduation) will not be assigned FAIP duty, even if they volunteer.

5.4.3.2.2.6. Individuals will not normally be selected for FAIP duty in an aircraft they did not fly in JSUPT. Exceptions to this policy must be requested by the wing commander, coordinated through NAF and HQ AETC/DOF/DOR, and approved by AETC/DO.

5.4.3.2.2.7. The WG/CC will be actively involved in the assignment selection process and will make the final decision on the "best match" of student's skill, potential and desire with available aircraft. Within two workdays after final approval, the operations group commander will forward HQ AETC/DPAO copies of the final class merit order and MWS assignments.

5.4.3.2.2.8. Squadron supervisors will establish procedures for announcing track and assignment drops.

5.4.3.2.2.9. Squadron supervisors will closely monitor student performance after MWS assignment. When appropriate, squadron, operations group, and wing personnel work with NAF to coordinate any assignment changes necessitated by post-MWS assignment performance.

5.4.3.3. HELO Assignment Selection Process. HQ AFPC/DPAOT1 will provide a full assignment block to the 58 OG/CC three weeks prior to graduation for student review. At least three weeks before graduation and before the assignment day (night), the 23 FTF/CC will compute student merit order, using the percentages and calculations in attachment 4. After receipt of the aircraft assignment block and prior to assignment day (night), all students will fill out an AF Form 3849, indicating their choice of MWS aircraft in order. No FAIP recommendation is required. The 23 FTF/CC and assigned flight commanders will convene to assign MWS aircraft using procedures outlined above for JSUPT assignments. After all assignments have been made, submit the results to the 58 OG/CC for final approval.

Within two workdays after final approval, the Operations group commander will forward HQ AETC/DPAO copies of the final class merit order and MWS assignments.

5.4.4. JSUPT Procedures (Whiting).

5.4.4.1. JSUPT Track Assignment Process. (Air Force students only) T-34 merit order will be used for student assignment of phase 3 training.

5.4.4.1.1. Merit Order Calculation. The senior Air Force officer (SAFO) will compute merit order using percentages and calculations at attachment 4.

5.4.4.1.2. Track Assignment Procedures. The SAFO will coordinate with AETC/DORA for phase 3 training quotas when USAF students are scheduled to complete phase 2. Students will complete a modified AF Form 3849 listing preference for phase 3 training, in order. The assigned IP (USAF or USN) will make training recommendations. In order to provide equitable track select opportunity for students, HQ AETC/DORA will provide advanced training as a function of available class dates and PFT quotas. Therefore, students must be grouped (normally 4 to 6) prior to advanced training track assignment. Once a group is formed and advanced training quotas are allocated, the flight commander and squadron commander meet to determine track assignments based on AF From 3849 comments. If the student's first choice is available and the student is recommended for that training, the student will be assigned that training. If the student's first choice is not available or the student is not recommended, go to the student's next choice until a match is found. In all cases, consider the student's skill/potential and desires as well as the needs of the Air Force when assigning advanced training. Once all track selects have been decided, forward recommendations to the TRAWING commander who is the approval authority to ensure the "best match" of student's skill/potential/desire with available training.

5.4.4.2. JSUPT MWS Assignment Process (Corpus Christi). T-44 merit order will be used to select C-130 type and location.

5.4.4.2.1. Merit Order Calculation: The SAFO will compute T-44 merit order using the percentages and calculations at attachment 4.

5.4.4.2.2. MWS Assignment Procedures: HQ AFPC/DPAOT1 will provide an assignment block to the SAFO three weeks prior to graduation for student review. After receipt of the aircraft assignment block and prior to assignment day (night), each student will fill out an AF Form 3849, indicating their choice of MWS aircraft in order. No FAIP recommendation is required. The SAFO will make MWS assignments using procedures outlined for JSUPT. Send results to the Air Force Liaison to CNET for final approval. Within two workdays after assignment approval, the SAFO will forward the final T-44 merit order and assignment results to HQ AETC/DPAO.

5.4.5. ENJJPT Procedures (US Students Only):

5.4.5.1. ENJJPT Merit Order Calculation: The US Senior National Representative (SNR), student training flight commander and MTOs will compute the merit order for all students, using the percentages and calculations at attachment 4 ("Flight Commander Ranking" of US students will utilize ENJJPT Officer Quality Evaluation scores). The total point score will determine class standing (merit order). Each student must have completed the T-38 contact, instrument, basic formation, and advanced formation checkrides to compete for assignment with that class. In case of unforeseen circumstances that preclude completion of any one of these checkrides by all students, the operations group deputy commander will determine the appropriate point in training to use as the cutoff for MASS computation.

5.4.5.2. ENJJPT MWS Assignment Process: HQ AFPC/DPAOT1 will provide a full assignment block three weeks prior to graduation to the US SNR/student training flight commander. Two weeks prior to assignment day (night), all US students will complete AF Form 3849, indicating their choice of MWS aircraft in order (location information optional). One week prior to assignment night the assigned IP, flight commander, and MTO will review the Forms 3849, make appropriate FAIP recommendations, and forward them to the student training flight commander. The MTOs, Student Training Flight Commander, and US SNR (who will coordinate as required with squadron commanders) will convene and assign students MWS aircraft using the guidance outlined for JSUPT/ENJJPT. The WG/CC will approve and forward a copy of final class merit order and MWS assignments to HQ AETC/DPAR within two workdays following assignment night.

5.4.6. JSUNT Procedures:

5.4.6.1. JSUNT Merit Order Calculation: All merit order calculations will be done using the appropriate percentages and calculations at attachment 4. The 562nd FTS and 563rd FTS CCs will compute merit rating for their respective students at Randolph AFB. For the 562nd FTS, each flight commander will rank all students using the matrix at attachment 5 (no ties). For the 563rd FTS, students will also rank their peers on leadership and overall officership using the matrix at attachment 5 (no ties). TRAWING SIX Senior Air Force Liaison Officer (SAFLO) will compute merit order for AF students at NAS Pensacola.

5.4.6.2. Track Selection Procedures: Merit order ranking will be used for student selection of advanced training. HQ AETC/DOR will forward track allocations to the 562nd FTS/CC at least one week before Primary completion. On track selection day, students will report as a class and select advanced training tracks in merit order. *Note*: At NAS Pensacola, assignment selection procedures determines the student's advanced training track.

5.4.6.3. Assignment Selection Procedures: On assignment day, students will report as a class and select their assignments in merit order. For 12 FTW, HQ AFPC/DPAOT1 will provide an allocation NLT six weeks before graduation to allow for student review. At least five weeks before graduation and before assignment day, the commanders will compute the merit order, as described above. For TRAWING SIX, HQ AFPC/DPAOT1 will provide to the TRAWING SIX SAFLO the USAF assignment block NLT two working days prior to student class completing Strike Core (CNATRA Instruction 1542.132).

5.4.7. Battle Management Training Procedures

5.4.7.1. Merit Order Calculation applies to active duty students only: The DO will compute merit order using percentages from academic test scores, end-of-block/performance evaluations and flight commander input.

5.4.7.2. Assignment Selection Procedures: Students (excluding ANG & AFRC) will rank order possible assignment preferences seven days prior to assignment day. The DO's representative will match the assignments forwarded from HQ AFPC with the students choices and their merit order ranking to determine assignment choices. Notify HQ AFPC of the matches.

5.5. Student Awards: Wing commanders will establish and maintain a program for the presentation of awards to students who are selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards,* governs appropriations for such awards. A wing awards council will be appointed to process student awards and nominate recipients to the wing commander for approval. (USAF students graduating from NAS Pensacola are eligible to compete for all Navy Naval Flight Officer awards). ENJJPT Steering Committee Directive 27 and the 80th Flying Training Wing guidance determine ENJJPT student awards.

5.5.1. Distinguished Graduate Awards: Each operations group commander will select students from each class as distinguished graduates and present plaques and AETC Commander's memorandums of recognition during graduation. To be a distinguished graduate, a student must be in the upper 10% of the graduating class. (For JSUNT and JSUPT, the upper 10% of each track are selected. Numbers .5 and above will be rounded to the next higher number.) For small classes, the operations group commander will determine if an award will be presented. If a distinguished graduate is an ANG or AFRC member, notify 19 AF/CCR or 19 AF/CCG (as appropriate) as soon as possible to ensure appropriate representation. (NAS Pensacola students will compete for graduate awards using Navy rules.)

5.5.1.1. Plaques: Plaques will be purchased from appropriated funds using specifications outlined in AFI 36-2853.

5.5.1.2. Commander's Memorandums: Wing commanders will:

5.5.1.2.1. Complete memorandums with the date, address element, and salutation. Notify NAF/DO by memorandum within 5 days after graduation of the memorandums issued with the student's name, grade, and SSN. Maintain a record of the memorandums for 1 year.

5.5.1.2.2. Maintain a stock of memorandums and submit requisitions to NAF/DO.

5.5.2. Order of Daedalians AETC Commander's Trophy: During the graduation ceremony, the wing commander will present this award to the most outstanding student in each class. (For JSUPT, an award will be given to the most outstanding student from each track.) The Order of Daedalians will supply the trophies (see attachment 7). The

operations group commander will notify the Order of Daedalians of the recipient's name prior to class graduation and presentation.

5.5.3. AETC Commander's Trophy (JSUNT): During the graduation ceremony, the 12th Flying Training Wing Commander will present this award to the most outstanding student in each class. The 12 OG will supply the trophies (see attachment 7).

5.5.4. Orville Wright Achievement Award: This Daedalian Foundation award consists of an engraved plaque and a citation presented by a member of the Order of Daedalians to the most outstanding JSUPT or ENJJPT graduate of the quarter. Air Force, ANG, and AFRC students are eligible for this award, which is presented four times each year.

5.5.4.1. Each undergraduate training base will nominate one officer each quarter. The nomination memorandum will be sent to 19 AF/DOU within 10 workdays after the end of the quarter in which the nominee graduated. The memorandum must include a biographical sketch and the nominee's training accomplishments. Attach a copy of the nominee's AETC Form 240-5, **Summary Record of Training** and official orders or forwarding address.

5.5.4.2. A board of officers at 19 AF will select the recipient of the award. The 19 AF/DO will inform the units, the gaining MAJCOM commander, and the Order of Daedalians of the graduate selected for the award. Order of Daedalians will forward the award to the appropriate base for presentation.

5.5.5. Battle Management Training Student Awards Program: All students may be considered for the following awards. Each training directorate will comply with the intent of the awards program. Distinguished Graduate and Top Graduate recipients are given an extra copy of their certificate and instructed to provide this copy to their servicing MPF for update in their permanent personnel folder.

5.5.5.1. Distinguished Graduates (DG): The DG will, at a minimum, have achieved the following: 94% or better academic average, no academic or check ride failures, no more than two additional training sessions, as well as recommendations from all flight commanders and the concurrence of the respective training directorate ADO (international officer students excluded—academic criteria only). The DG will receive upon graduation an AETC Form 499, **Distinguished Certificate**, signed by the unit DO and CC. One DG authorized per graduating class, or 10% of graduating class rounded up, whichever is greater, if criteria is met (international officer students excluded).

5.5.5.2. Top Graduate (TG): The TG will receive an AETC Form 498, **AETC Commander's Award Certificate**, signed by the unit DO and CC. The TG will at a minimum have achieved the following: 97% (or better academic average, no academic or check ride failures, no additional training sessions, as well as recommendations from all flight commanders and the concurrence of the respective training directorate ADO. Only one TG authorized per graduating class, refer to squadron OI for criteria.

5.5.5.3. 325 TRS Yukla Award: The Yukla Award will be presented to the selected Air Battle Manager (ABM) graduate who best exemplifies the dedication and loyalty to Air Force principles both inside and outside the academic environment. Only one Yukla Award per graduating class.

5.5.6. Awards to International Military Students. AFSAT/CC will be notified through the base IMSO as soon as possible after the decision is made to present an award to an international student.

5.6. Disposition of Student Training Records: Students should normally obtain their training records during out-processing and hand-carry to their gaining unit. If a record is incomplete when the graduate departs, the training unit will mail the training record to the gaining unit via certified mail within 10 duty days of the student's graduation. Training unit or ATS/MTSS will maintain records of disenrolled students for a minimum of one year. Loss or destruction of these documents could subject the member to adverse administrative action, as well as possible prosecution under UCMJ. (See table 2.)

5.7. Documentation: The documentation required by this instruction is listed below. OG/CCs will standardize student documentation and content. See table 2 for the distribution of forms.

5.7.1. Aeronautical Orders: The local host operations system management (HOSM) office will publish aeronautical orders according to AFI 33-328, *Administrative Orders*, and AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges* (Battle Management Training is excluded).

5.7.2. AF From 77, Supplemental Evaluation Sheet: All Battle Management enlisted entry level weapons director students will receive an AF Form 77 upon graduation or elimination (IAW AFI 36-2403).

5.7.3. AF Form 475, **Education/Training Report**. Prior to course completion or completion of a phase of training resulting in a change of station, fill out an AF Form 475 in accordance with AFI 36-2402, *Officer Evaluation System*. Comments on AF Form 475 should be written similar to an officer performance report and signed by the operations officer or above.

5.7.4. AF Form 1256, **Certificate of Training**: Graduates of the Security Assistance Training Program (SATP), Battle Management Training and international students who complete the Advanced Training Program (ATP) will receive an AF Form 1256.

5.7.5. AETC Form 6, **Waiver Request**, All waiver requests will use this form and route through SQ/CC, OG/CC, NAF/DO for approval or forwarding to HQ AETC/DOF for approval (as appropriate.)

5.7.6. AETC Form 31, **Certificate of Aeronautical Rating**: Graduates of JSUNT, ENJJPT, JSUPT, and Aviation Leadership Program (ALP) will be awarded an AETC Form 31.

5.7.7. AETC Form 99, **Student Pilot Personnel Data**: Each JSUPT and ENJJPT student will complete an AETC Form 99 upon course entry for inclusion in the grade or training folder, as appropriate.

5.7.8. AETC Form 101, **Student Performance Summary**: This form will be prepared for each student to record and monitor student deficiencies during the course of training. Maintain the form in the student's training folder. Any documented military deficiency (unexcused tardiness or absences, AFI 36-3003, *Dress and Personal Appearance of Air Force Personnel*, traffic tickets, unaccompanied quarters inspection failures, weight program, etc.) will be specified.

5.7.9. AETC Form 173, **Student Record of Academic/Non-Academic Counseling and Comments**: All students will be apprised of their training progress throughout the course and counseled as soon as any problem is detected. Students placed on CAP, display trends of poor performance, and any other academic problems should be recorded on AETC Form 173. This form must be kept in the student's training folder at all times throughout the course of training and maintained IAW AFMAN 37-139.

5.7.10. AF Form 174, **Record of Individual Counseling**: Flight commanders will counsel students whose attitude and behavior do not meet Air Force standards and document on the AF Form 174. Flight commanders will have their respective training directorate ADO review and sign student non-academic counseling forms. These forms must be kept in the student's training folder at all times throughout the course of training. Maintain IAW AFMAN 37-139. Sessions concerning sensitive personal problems will be documented on AF Form 174 and will be maintained separately in a secure location.

5.7.11. AETC Form 200, **Solo Certificate**: This form will be presented to ALP, JSUPT, and ENJJPT students following their T-37 solo.

5.7.12. AETC Form 238, **T-38 Solo Certificate**: This form will be presented to ATP, JSUPT, and ENJJPT students following their T-38 solo.

5.7.13. AETC Form 240-5, **Summary Record of Training**: This form provides a record of training and accomplishments in flying training courses. Prepare a form for each student who either completes or is eliminated from JSUPT, ENJJPT, and JSUNT. Not required for JSUPT helicopter track. For international students, enter numeric checkride scores rather than overall grades. In addition to the required information:

5.7.13.1. Enter remarks for outstanding achievements or awards (DG, etc.) and any other pertinent information indicating the student's performance, progress, or achievements during the course of training.

5.7.13.2. If the student was eliminated from training, include the commander's recommendations for reinstatement at a later date or for training in other programs.

5.7.14. AETC Form 298, **Flight Briefing Critique**: Supervisors will use this form to critique daily flight briefings (Battle Management Training excluded).

5.7.15. AETC Form 471, **Graduation Roster** (RCS: 19 AF/DOU (AR) 7901): The operations group commander will ensure a graduation roster is prepared for each graduating class. The roster will indicate the next training location, class, and training dates, if available. *Note:* The emergency status code for this report is C-2, continue reporting during emergency conditions; normal precedence. Submit data requirement as prescribed.

5.7.16. AETC Form 498, **AETC Commander's Award Certificate**: This form will be presented to students selected for TG status.

5.7.17. AETC Form 499, **Distinguished Graduate Certificate**: This form will be presented to students selected for DG status.

5.7.18. AETC Form 580, **T-1A Team Certificate**: This form will be presented to JSUPT students following their initial T-1A team sortie as aircraft commander.

5.7.19. AETC Form 803A, **Student Activity Record**: This form may be used to document information in student gradebooks/training folders. Flight commanders will maintain this document in the training folder.

5.7.20. AETC Form 901, **Training Record (EF-V1)**, and AETC Form 904, **Training Summary (EF-V2)** : All Battle Management students will have their training documented on these forms. Original forms will be sent for archiving to 19 AF/DOK upon student's graduation or elimination and a certified copy sent to their unit DO and the gaining unit DOT shop.

5.7.21. AETC Forms 1122, **Summary Performance Report**; 1122A, **Summary Performance Report JSUNT/NAV** and 1122E, **Summary Performance Report JSUNT/EWOT**. These forms provide information on students' performance in training to follow-on training units. Prepare a summary performance report on each JSUPT, ENJJPT and JSUNT graduate. In addition, AETC Form 1122 will be prepared at the completion of, TRAWING SIX training, Electronic Warfare Training and for international students in the Aviation Leadership Program (ALP) upon completion of T-37 training.

5.7.22. Tyndall AFB Form 186, **Individual Mission Gradesheet**: Battle Management students will have missions documented on the TAFB Form 186 in applicable courses and will be filed in their gradebook/training folders.

Table 2. Distribution of Forms.			
	A	**B**	**C**
ITEM	**Form/Item**	**Student**	**Copy Distribution**
1	AETC Form 240-5 (note 1)	USAF, USN, USCG	1. Original according to AFMAN 37-139, *Records Disposition Standards* 2. Student - 1 3. 19 AF/DOU - 1 (for JSUPT, ENJJPT) 4. 19 AF/DOU - 1 (for JSUNT) 5. Student's squadron - 1 (for USN) 6. Flight evaluation folder (per AFI 11-401 *Flight Management* and MAJCOM requirements) - 1 (note 2) 7. 12 FTW - 1 (PIT assignments only)
2		ANG and AFRC	1. Original according to AFMAN 37-139 2. Student - 1 3. 19 AF/DOU - 1 (for JSUPT) 4. 19 AF/DOU - 1 (for JSUNT) 5. ANG/DPTF or HQ AFRC - 1 (note 3) 6. Flight evaluation folder (per AFI 11-401 and MAJCOM requirements)
3		International (except ENJJPT)	1. 19 AF/DOU - 1 (for JSUPT, JSUNT) 2. Base IMSO – 1 (note 4)
4		ENJJPT	1. Student - 1 2. 19 AF/DOU - 1 3. Senior national representative - 1

Suspense: 10 workdays after the student has graduated or been eliminated. Follow-on training date may require completion of AETC Form 240-5 immediately after graduation because this form is required for entry into training.

5	AETC Form 471	JSUPT, ENJJPT, and JSUNT	1. 19 AF/DOU - 1 2. AETC TRSS/ADO - 1
Suspense: 10 workdays after graduation.			
6	AETC Forms 1122, 1122A, and 1122E (note 1)	USAF, ANG, and AFRC	1. 19 AF/DOU - 1 (for JSUPT, ENJJPT) 2. 19 AF/DOU - 1 (for Randolph AFB JSUNT) 3. Flight evaluation folder per AFI 11-401 and MAJCOM requirements - 1 (original) (note 1) 4. ANG or HQ AFRC (ANG/AFRC students only) - 1 (notes 3 and 5) 5. 12 FTW - 1 (PIT assignments only)
7		International (except ENJJPT)	Base IMSO - 1 (note 4)
8		ENJJPT(P-V4A-N; F-V5N-A/B)	Senior national representative - 1
Suspense: For international students who complete the T-37 training in course P-V4A-E, mail AETC Form 1122 upon course completion. Suspense for the final AETC Forms 1122, 1122A and 1122E is the graduation date.			
9	Student training folder AETC Forms 803A (note 1 & 7)	USAF, ANG, and AFRC	Maintain according to AFMAN 37-139
10		International students in course P-V4A-A/B	1. Upon graduation, originals for all phases to base IMSO. 2. Copies of originals according to AFMAN 37-139.
11		ENJJPT(P-V4A-N; F-V5N-A/B)	Senior national representative - 1
12		International students in all navigator & battle management training courses	Originals to base IMSO
13		Navy (JSUNT)	Forward to Navy liaison office
14		Students in course S-V8A-E	Maintain according to AFMAN 37-139 (note 6)
15	T-38 grade reports (Courses P-V4A-A/B/N or F-V5A-M)	USAF, ANG, and AFRC (fighter assignments)	Flight evaluation folder per AFI 11-401 and MAJCOM requirements - 1
16		USAF (PIT only)	12 FTW - 1
Suspense: 10 workdays after the student graduates.			

Notes:

1. On graduation from JSUPT and ENJJPT, each student's gradebook/training folder will be sent to the local Host Operations System Management (HOSM). The HOSM at the losing unit will include the student's gradebook/training folder with AETC Forms 1122 and 240-5 and enclose them in a sealed envelope to be hand-carried to the student's gaining AETC base. If a student's follow-on training is outside AETC, retain gradebook/training folders. The gaining unit's HOSM will send the gradebook/training folder to the operations group commander for distribution to the appropriate flying training squadron commander. The last AETC flying base where the student receives training will maintain the record for one year after the student departs. International, USN, and USCG records are to be handled as previously directed in this instruction.

2. For JSUNT, forward one copy of form to follow-on training unit.

3. Forward to ANG/DPTF, 3500 Fetchet AV, Andrews AFB MD 20331-6008, or HQ AFRC/DPMB 155 Second Street, Robins AFB GA 31098-1635, as appropriate.

4. Base IMSO will comply with AFJI 16-105, *Joint Security Assistance Training (JSAT)* distribution procedures.

5. Send one copy to the gaining unit.

6. Battle Management Training will forward all student (USAF, ANG, and AFRC) applicable gradebook/training folder contents and other applicable training documentation to the graduates gaining unit's DO. International graduates applicable training documentation will forward to HQ AFSAT by the unit IMSO.

Chapter 6 – Introductory Flight Training (IFT)

6.1. IFT Course Description and Training Standard

6.1.1. IFT is a prerequisite for JSUPT and will be administered to either pre- or post-commissioned Air Force candidates identified for pilot training. A Federal Aviation Administration (FAA) class III medical is mandatory for all participants IAW Federal Aviation Regulations (FAR).

6.1.1.1. While participating in the IFT program, candidates are allowed to fly orientation flights in military aircraft, but they must obtain their immediate supervisors' approval of the type and extent of their flying activities.

6.1.1.2. Candidates without a Private Pilot License (PPL).

6.1.1.2.1. To complete IFT, candidates without a PPL must complete their initial solo within 25 hours, complete a total of 50 hours, and obtain a PPL.

6.1.1.2.2. Candidates who DOR from IFT or fail to complete IFT are not eligible to attend JSUPT. Candidates who DOR will be ineligible for USAF navigator training. Inability to pass the class III medical will result in elimination from IFT.

6.1.1.2.3. During IFT, candidates are prohibited from receiving any other flight instruction.

6.1.1.2.4. Flight instructors will use a training plan or syllabus that includes all tasks in the current "private pilot practical test standards."

6.1.1.2.5. Flight training must be conducted by certified flight instructors (CFI) in accordance with FAR Part 61 or Part 141.

6.1.1.3. IFT flying post-PPL. The objective for post-PPL training is for all JSUPT candidates to have a flight review IAW FAR 61.56 that is within 6 months or less of their JSUPT class start date. This applies to candidates that earned a PPL in IFT and those who already have a PPL or higher. The amount of flying depends on the months between their last flight review and their JSUPT class start date. Number of months and flying hours are as follows (mos/flying hrs): (0-6 mos/0 hrs); (>6-12 mos/5 hrs); (>12-24 mos/15 hrs);(>24 mos/20 hrs). This training will be accomplished 1-6 months prior to JSUPT class start date.

6.2. Crew Rest and Crew Duty. All candidates will comply with AFI 11-202, Vol 3, *General Flight Rules*, regarding crew rest and duty day. Aircrew members must receive adequate rest.

6.2.1. Maximum flight duty period is 12 hours.

6.2.2. Maximum flight duty period begins with any official duty/class and ends when the engine is shut down at the end of the mission.

6.2.3. Candidates will have at least eight hours of continuous, uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period.

6.3. Pilot Candidate Selection Method (PCSM) and Medical Flight Screening (MFS). All JSUPT prerequisites still apply including medical screening and pilot candidate selection method (PCSM) testing. MFS will include all tests from the previous EFS-M and anthropometric measurements. The initial medical exam prior to pilot candidate selection will include standing and sitting height. Candidates close to standards (±1 inch) will accomplish MFS prior to IFT. MFS for all candidates must be accomplished prior to JSUPT.

6.4. Program Administration. AFOATS and USAFA are the primary program administrators for IFT.

6.4.1. AFOATS administers IFT for ROTC categorized cadets, OTS graduates, late rated, officers awaiting PCS training (APT), AFRC and ANG candidates.

6.4.2. USAFA is the program administrator for academy cadets and APT officers in the academy area. Program administrators are responsible for enrollment, tracking and billing of their respective candidates. Program administrators will build and maintain a flowplan tracking their candidates' entry into and completion from IFT using the IFT database.

6.5. Duration.

6.5.1. Pre-commission IFT should normally be completed in 180 calendar days.

6.5.2. Post-commission IFT should normally be completed in 120 calendar days.

6.5.3. For IFT flying after a PPL, training should be completed in 45 calendar days. If it appears that training will extend beyond these limits, the program administrator must be notified and approve the extension.

6.5.4. All candidates should complete IFT at least 30 calendar days prior to JSUPT class date. If IFT will not be completed within 30 calendar days of JSUPT, the candidate will notify their immediate supervisor and the program administrator. Program administrators must notify AFPC or ANG/AFRC POC, and the candidates JSUPT class date may be changed.

6.6. Payment. DD Form 1556 and its addendum provide the terms and conditions of service to the student and the IFT provider. Providers must be willing to accept a government visa number as payment. Expenditures not covered by normal IFT billing may be reimbursed using Standard Form (SF) 1164.

6.7. Candidate Supervision and Management. There are three levels of supervision for IFT candidates: the immediate supervisor, the program administrator and the 19 AF/DO. HQ AETC/DOF is the MAJCOM IFT training program manager.

6.7.1. Immediate supervisor. The immediate supervisor is the critical link to the success of the IFT program. The immediate supervisor is responsible for day-to-day monitoring of the student's progress.

6.7.1.1. AFOATS and USAFA will provide an information package to every IFT candidate and immediate supervisor outlining program guidelines. The immediate supervisor and candidate must acknowledge receipt and understanding of the package prior to beginning any aspect of the IFT program.

6.7.1.2. In order to ensure a smooth flow of trainees into IFT, immediate supervisors and candidates must begin initial preparatory steps immediately after receipt of program instructions. Immediate supervisors of APT officers should attempt to enter their candidates into IFT training as soon as possible after notification to preclude future scheduling difficulties. For APT officers, it is essential that immediate supervisors realize that IFT is a top priority, therefore leave, TDY, and deployment duties must be secondary.

6.7.1.2.1. The critical first step is identification of a suitable vendor. The trainee's immediate supervisor must play an active role in this identification process to ensure the provider selected can offer a safe and professional training environment. Once a potential vendor is identified, vendor information will be provided to the program administrator for final approval and funding authorization.

6.7.1.2.2. Once the vendor is approved and funding is authorized, training can begin. At this point the immediate supervisor will continue to monitor the trainee's progress through program completion. At 20 hours, the immediate supervisor will meet with the CFI to review the candidate's progress. If the candidate is having problems, the immediate supervisor will monitor the candidate's progress closely and will forward a report to the program administrator (route ANG/AFRC reports through functional MAJCOM POC.) The report will identify student problems and what the CFI is doing to correct noted weaknesses.

6.7.1.3. Detachment commanders or designated representatives will fulfill the immediate supervisory role for ROTC cadets. For USAFA cadets, the 34 OG/CC or designated representative will fulfill this role. Any rated officer in the flying squadron will fulfill the immediate supervisor role for ANG/AFRC candidates.

6.7.1.4. Immediate supervisors will ensure mishaps are reported.

6.7.1.5. Submit waiver requests, using the AETC Form 6, **Waiver Request**, to the program administrators if deemed necessary.

6.7.1.6. Candidates must receive a safety briefing IAW AFI 91-202, AETC Sup 1, prior to beginning IFT training. Document this safety training on the AETC Form 410. A copy must be sent to the program administrator before they will approve any purchases or flying.

6.7.1.7. Immediate supervisors will initiate elimination recommendations using AETC Form 126A and forward it to the program administrator.

6.7.2. Program administrators. Program administrators are responsible for enrollment, billing and tracking their candidates' entry and completion from IFT of their respective candidates. Program administrators will maintain accurate candidate records and document completion of IFT in the database. Program administrators will ensure documentation for all candidates includes IFT start and completion dates, hours completed, and graduation status (complete, incomplete with waiver or failure; reason for failure or DOR will also be identified). Program administrators will notify AFPC/DPPAO of all failures and DOR's as soon as possible. Active duty (except late rated) eliminees will be reclassified by AFPC into a career field based on the needs of the air force. A copy of the documentation will be forwarded to the gaining JSUPT school registrar. To verify course completion, a copy of the IFT portion of the candidate's logbook must be made. The immediate supervisor will review and sign the logbook copy. A copy of the candidate's PPL and logbook copy must be faxed, mailed or emailed to the candidate's IFT program administrator. Recommendations for elimination will be reviewed by the program administrator, by filling out the AETC Form 126A section III and forwarding it to the 19 AF/DO. Program administrators will forward IFT mishap reports to 19 AF, HQ AETC/DOF and the other program administrator.

6.7.3. 19 AF/DO. HQ 19 AF is responsible for the elimination process, site visits to flying training facilities, and providing trip reports to USAFA and AFOATS program administrators and HQ AETC/DOF. Flight training center site visit reports will also be forwarded to AFSVA/SVPAR.

6.8. Elimination Process. 19 AF/DO is the approving authority for all IFT elimination recommendations using the AETC Form 126A. Program administrators will forward elimination recommendations on the AETC Form 126A to 19 AF/DO. Candidates will not attend JSUPT if they are unable to achieve initial solo within 25 hours or obtain a PPL within 50 hours. 19 AF will forward a copy of elimination forms to AETC/DO.

6.8.1. Waiver process. If deemed necessary, immediate supervisors of IFT candidates will submit waiver requests to the applicable IFT program administrator using an AETC Form 6. Include in the remarks section total flying hours, IFT flying hours, JSUPT start date, PCSM and AFOQT score as applicable. Waiver requests will be routed through 19 AF/DO to HQ AETC/DOF for final determination, with an info copy to AETC/DO. Pilot candidates will not depart to their JSUPT assignments without completing IFT or receiving an IFT waiver.

6.9. Mishaps. Civil aircraft mishaps during IFT are not accountable to the Air Force and will be investigated and reported by civil authorities.

6.9.1. IFT mishaps involving USAF Flight Training Center aircraft will be reported IAF AFI 91-204, *Safety Investigations and Reports*, chapter 14.

6.9.2. Injuries to Air Force personnel are accountable IAW AFI 91-204 as miscellaneous air operations mishaps as follows: For commissioned officers on active duty, USAFA cadets, AFRC and ANG members who are injured during IFT, their immediate supervisors/commanders will report injuries, through normal safety reporting channels.

6.9.3. ROTC cadets engaged in directed IFT training activities qualify as us military personnel. Immediate supervisors/commanders will report injuries through normal safety reporting channels for ROTC cadets injured during IFT flights or while being transported at government expense when directed by their commander/immediate supervisor to or from the flight training location.

6.9.4. Candidates/immediate supervisors will also report all mishaps to their program administrator. Program administrators will send this information to 19 AF/DO, HQ AETC/DOF, HQ AETC/SEF, and the other program administrator. Staffs will forward reports to their respective senior leadership.

Chapter 7 – Joint Specialized Undergraduate Pilot Training

7.1. Sortie Requirements:

7.1.1. All syllabus-directed sorties or simulators will be accomplished.

7.1.2. Students will progress to subsequent lessons in the same unit or repeat the last lesson of the unit after an unsatisfactory sortie. After three consecutive unsatisfactory lessons (additional training sorties do not count towards the total), the student will continue to the appropriate progress check (PC) or elimination check (EC) as directed by the appropriate syllabus.

7.1.2.1. The student will not fly solo or accomplish training in any other unit or category after an unsatisfactory mission grade unless training in a different category is directly applicable to the deficient area. Academic classes, examinations, and ground training missions may be accomplished if the unsatisfactory mission was not a prerequisite to proceed in training. Aircraft or simulator prerequisites will be deferred until the student resumes normal training flow. Instructors will record deferred training in the student's gradebook.

7.2. **Special Reporting Procedures for ANG and AFRC Students.** ANG and AFRC Fighter Bound Students: Review the student's training if an ANG or AFRC student falls in the bottom half of the class at 5 weeks prior to graduation or at any time lacks the potential to complete follow-on fighter training. This review will consist of the operations group commander, squadron commander, and flight commander. They will determine the student's potential to complete follow-on training. If this review determines the student lacks the potential, the operations group commander will inform the student's home unit, 19 AF/CCR or 19 AF/CCG (as appropriate), 19 AF/DO and HQ AFRC/DPMB/DOT/ or ANG/DPTF by message or email. HQ AFRC or ANG will respond with a decision to either continue training, continue training with a follow-on assignment to a non-fighter unit, or remove the student from training.

7.3. Continuity:

7.3.1. Instructor Continuity: Flight commanders will determine the total number of instructors a student may fly with based on the student's demonstrated ability.

7.3.2. Maneuver Continuity: Flight commanders will ensure students fly maneuvers frequently enough to gain/maintain proficiency in all syllabus-required maneuvers.

7.4. Additional Training (AT) Sorties: AT sorties are additional sorties that provide extra training to students in specific circumstances outlined below. AT sorties will be flown in the current unit of training and will be coded for that unit. These sorties may satisfy any maneuver requirements in any unit of training and may be used to update landing currency. Maneuvers flown below maneuver item file (MIF) requirements during an AT sortie must be accomplished to MIF standards during a subsequent sortie in the unit. AT sorties will not be documented as incomplete except when objectives are not met because of unusual circumstances. AT sorties will normally be graded no grade (NG). AT sorties may be graded unsatisfactory (U) for safety of flight, flight discipline and airsickness reasons according to the appropriate syllabus and this instruction.

7.4.1. Break in Training: The flight commander authorizes these sorties for extended delays in training. Refer to applicable syllabus for applicable guidelines. Flight commanders will use this authority only when remaining syllabus sorties are insufficient to compensate for the student's break in training.

7.4.2. Adaptation to Corrective Lenses: The flight commander for students who have experienced training difficulties and are diagnosed as needing corrective lenses authorizes these sorties. Flight commanders may authorize a maximum of two adaptation sorties. The next aircraft syllabus sortie flown after the adaptation sortie(s) must be dual.

7.4.3. Reinstatement by Commander's Review: The wing commander for students who have been reinstated into training authorizes these sorties. See applicable sorties for further guidance.

7.4.4. International Students: These sorties are authorized as outlined in the individual training syllabus for international students who may not be able to meet MIF standards because of such factors as language or cultural differences. Whenever possible, attempt to schedule these sorties so a PC or EC will not be required. Obtain advance authorization for additional flying hours in accordance with guidance in the individual syllabus and this instruction.

7.5. Ground Training Units (GTU): GTUs are instructional lessons that are normally prerequisites for simulator or aircraft missions and complement academic instruction.

7.5.1. Instructor Responsibilities: Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

7.5.2. Completion Times: Syllabus time for GTUs is the average completion time. Students will log the completion time, date, and actual time of training on the appropriate gradesheet or form.

7.6. Flying Training Briefings: USAF units will comply with the following guidance. Joint units will comply with host command guidance.

7.6.1. Formal Flight Briefings: During daily flight briefings, students will be briefed on current and forecast weather, operations notes, flight safety, and (or) standardization topics appropriate to their stage of training. T-1A squadrons will conduct these briefings until the first student in the class has completed the Transition checkride. Unless otherwise excused, all assigned instructors will attend the formal flight briefing. Attached instructors are highly encouraged to attend.

7.6.2. Night Briefing Requirements: All instructors and students scheduled to fly local night student training sorties will attend a formal night briefing. This briefing will include departure and arrival procedures, spatial disorientation, visual illusions, and terrain avoidance to include minimum safe altitudes. If essential duties prevent attendance at the night briefing, a squadron supervisor will brief the instructor and student prior to night flying. Continuation training sorties are exempt from the formal night briefing requirement. For T-1A students and instructors, a formal night briefing will be conducted prior to the beginning of the students' first night sortie.

7.6.3. Flying Safety Briefings for JSUPT Flights: Conduct these briefings a minimum of one time per normal workweek. Briefings should emphasize aircraft mishap prevention training. Safety briefings should promote group discussion that will improve the student's judgment and confidence.

7.6.4. Standardization Briefings for JSUPT Flights: Conduct these briefings a minimum of three times per normal workweek. T-37 flights will conduct these briefings throughout the program. T-1A flights will conduct these briefings until the first student in the class has completed the transition checkride. These briefings are optional for T-38 flights (at flight commander's discretion) when within 30 days of graduation. Briefings should emphasize situational emergency procedures (EP) to include overhead questioning and group discussions of selected topics. Briefings should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications. All flights will administer Emergency Procedures Quizzes (EPQs) weekly. The EPQ may substitute for a standardization briefing.

7.6.5. Cockpit/Crew Resource Management (CRM) Briefings: AFI 11-290, *Cockpit/Crew Resource Management Training Program* and the AETC supplement, outline requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Real-world mishaps should be used as examples in the briefings. As a minimum, one CRM briefing will be given to students every other week. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission. These briefings may be substituted for safety or standardization briefings. CRM briefings are not testable.

7.6.6. Mission Briefings: These briefings set the tone of the lesson. They will cover specific objectives, accomplishment of the mission, and specific restrictions for the flight or simulator. Techniques and procedures for flying the mission will be discussed before or after the mission brief. Post-mission briefs will measure the success in accomplishing the mission objectives. Refer to the appropriate 11 series publication for briefing format.

7.7. Student Standardization Program: The standardization program consists of briefings and tests designed to ensure students maintain the highest level of proficiency in knowledge and application of procedures. Tests concerning flying, normal, and emergency procedures will be administered on a weekly basis. The minimum passing score on all academic tests is 85% (100% for boldface tests.) If an international student fails a written exam, the instructor will determine if English comprehension is a significant contributing factor. If language is a factor, the instructor may give an oral retest.

7.8. Student Gradebooks.

7.8.1. Gradebooks will be reviewed by instructors prior to beginning a new event.

7.8.2. Requirement and Content: Student gradebooks will be maintained for each phase of training. As a minimum, each gradebook will contain the following:

7.8.2.1. Current weekly student resume.

7.8.2.2. Current grade report for each category and training medium.

7.8.2.3. AETC Form 803A or locally generated form.

7.8.2.4. Record of EP training. Use 19AF Form 37A, **T-37 Emergency Procedures**, 19AF Form 41, **T-38 Emergency Procedures**, or 19AF Form 1A*, **T-1A Emergency Procedures**, as appropriate.

7.8.2.5. AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**.

7.8.2.6. (Phase 3) Centrifuge Training Evaluation from 49 ADOS, Holloman AFB on AETC Form 803A or memorandum.

7.8.3. Training Events. Training events will be documented as follows:

7.8.3.1. Individual sortie grades will be documented on the applicable 19 AF Form 50 or equivalent. Exception: T-1 grades will be entered directly into TMS.

7.8.3.1.1. Remarks should be entered for each maneuver where the student's performance is either below average for the stage of training.

7.8.3.2. Manual Documentation: Instructors will provide a concise summary of the student's training. Entries should clarify any training action. Instructors will begin each entry with the date and reason for the entry. The entry will end with the signature, printed name, and duty title of the instructor making the entry. The student, the student's assigned instructor and flight commander will initial all entries. Include this documentation in the student's gradebook. AETC Form 803A may be used for manual documentation of student training. Documentation is required for:

7.8.3.2.1. Change of assigned instructor.

7.8.3.2.2. Lessons graded overall fair (F) or unsatisfactory (U).

7.8.3.2.3. Failure of an oral or written EP quiz. Instructors will make one entry for grounding and another entry when the student is returned to flying status.

7.8.3.2.4. Counseling sessions. *Note*: counseling sessions involving sensitive personal problems will be recorded on AF Form 174, **Record of Individual Counseling**, and maintained in a secure location.

7.8.3.2.5. Assignment to or removal from Commander's Awareness Program (CAP).

7.8.3.2.6. Gradebook review prior to a PC, EC, or CR.

7.8.3.2.7. Incomplete lessons.

7.8.3.2.8. Authorization for AT sorties or simulators.

7.8.3.2.9. AT sortie or simulator performance.

7.8.3.2.10. Any PC or EC.

7.8.3.2.11. Special syllabus requirements not completed. When a requirement is accomplished, the word "completed" will be entered next to the original entry with the instructor's signature and date.

7.8.3.2.12. Syllabus deviations or training waivers.

7.8.3.2.13. Any airsick or G-LOC episode.

7.8.3.2.14. Any unusual occurrence which could affect the student's progress.

7.8.3.2.15. Removal from or reinstatement into training.

7.9. Grading Standards: There are two methods of grading student performance; an absolute grading scale for rating individual maneuver items and a relative grading scale for assessing overall sortie performance.

7.9.1. Solo Flight Grading Procedures: Formation solo sorties will be graded E, G, F, or U. Contact or navigation solo sorties will be graded NG or U.

7.9.2. Incomplete Sorties: Flight commanders will determine when a sortie is incomplete and will be graded NG. If any maneuver is graded U when an F or G level of proficiency is required, the sortie is complete and the overall grade will be U.

7.10. Student Evaluations: Student evaluations will be conducted in accordance with the applicable syllabus and graded against the MIF. Category checks will be conducted as follows:

7.10.1. Profiles: Check flight commanders will ensure a cross-section of maneuvers optioned in the category checkride MIF are sampled regularly on category checks.

7.10.2. Grading: Check instructors will grade individual maneuver grades on the absolute grading scale. The check instructor will judge the student's performance based on the first attempt to perform the maneuver. If a student performs a maneuver to an F when a G is required, the maneuver may be repeated. If the repeat maneuver is G, the student will receive a G maneuver grade. If the first or any subsequent attempt is U, the maneuver will be graded U and the overall sortie grade will be U. A maneuver discontinued by the student who is exercising situational awareness does not necessarily constitute a first attempt.

7.10.3. Incomplete Checkrides: The check pilot, with the check flight commander's approval, will determine incomplete checks. On missions after an incomplete check, the student only needs to fly the maneuvers required to complete the check.

7.10.4. Failed Areas: If a student fails a category check in an area directly related to another category, the subsequent PC or EC may be flown in the related category. An example would be a student receiving a grade of U on landings during a navigation category check. The student may fly a PC in the contact category of training. This sortie will be coded to match the student's current unit of related training.

7.11. Civilian Flight Training: To maintain the integrity of the AETC training system, students who are rated by the FAA (Private Pilot, Commercial Pilot, etc.) upon entrance into undergraduate flying training (UFT) may fly civilian aircraft; however, they will not pursue additional ratings or qualifications. Students who are not rated by the FAA upon entrance into UFT will not fly civilian aircraft. Prior to conducting any civilian flying, students will complete an AETC Form 410, **High-risk Activities Worksheet**, and then submit the form for commander approval.

Chapter 8 – Joint Specialized Undergraduate Navigator Training (JSUNT)

8.1. Sortie Requirements. This chapter applies to navigator training accomplished at Randolph AFB.

8.1.1. All syllabus-directed sorties or simulators will be accomplished.

8.1.2. Student Syllabus Progression: Students will progress to subsequent lessons in the same unit or, after an unsatisfactory checkride, continue to the appropriate progress check (PC), elimination check (EC), or commander's review (CR).

8.1.3. In JSUNT, there are no instructor continuity requirements except for students in the Commander's Awareness Program (CAP).

8.2. Corrective Action. Use this action to correct substandard performance on a mission subtask. It may include AT, critique, or counseling. Corrective action may be prescribed by the flight commander on any mission and will be required for any subtask graded below the proficiency level required (PLR) on any check mission.

8.2.1. Unsatisfactory Grades Prior to a Checkride: An unsatisfactory grade on the event prior to the checkride requires flight commander assessment for corrective action. Document the flight commander's assessment in the student's training folder. If Additional Training is directed, it should be accomplished with ground training to the maximum extent possible. Students will progress to the checkride after corrective action is accomplished. *Note*: Academic classes, examinations, and ground training missions may be accomplished if the unsatisfactory mission was not a prerequisite to proceed in training. Aircraft or simulator training in a different unit or phase of training will not be accomplished until student resumes normal training flow.

8.3. Additional Training (AT). This is training required beyond that directed by the syllabus. The flight commander will approve AT, except AT simulator and aircraft missions that will be approved by the squadron commander. Progress check missions will not be considered additional training. AT sorties will not be documented as incomplete except when objectives are not met because of unusual circumstances. In this event, the flight commander will determine whether the AT sortie will be reflown. AT sorties will be graded no grade (NG) or unsatisfactory (U) for safety of flight/airsickness reasons according to the appropriate syllabus.

8.4. Flight Training Briefings:

8.4.1. Mission Briefings. These briefings set the tone of the lesson. They will cover the specific objectives and the techniques and procedures to employ in accomplishing the mission. Use of squadron standards during a mission briefing is highly encouraged because it will allow maximum time for instruction. Time allotted for the post mission briefing should be governed by the complexity of the mission and the student's progress.

8.4.2. Flight Safety Briefings. These briefings will emphasize aircraft mishap prevention training. They should promote discussion of topics that will improve student judgment and confidence.

8.4.3. Emergency Procedures (EP) Briefings. These briefings will be accomplished on every flight and simulator mission. They will emphasize analysis of emergencies and application of appropriate procedures.

8.4.4. Cockpit/Crew Resource Management (CRM) Briefings. AFI 11-290, *Cockpit/Crew Resource Management Training Program* and the AETC supplement, outline requirements for the CRM training program. CRM briefings are a discussion of human factor causes in real-world mishaps. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission.

8.5. Student Standardization Program. The standardization program consists of briefings and tests designed to ensure students maintain the highest level of proficiency in knowledge and application of procedures. Tests concerning flying, normal, and emergency procedures will be administered. The minimum passing score on all academic tests is 85%. If an international student fails a written exam, the instructor will determine if English comprehension is a significant contributing factor. If language is a factor, the instructor may give an oral retest.

8.6. Student Training Folders and Gradebooks:

8.6.1. Training Folder Contents. A training folder will be maintained for each student and will contain the following in addition to requirements in chapter 5:

8.6.1.1. Any lesson graded overall Fair or Unsatisfactory.

8.6.2. Gradebook policy. Gradebooks will be carried by students to all events, except checkrides, and reviewed by instructors before the training event. Gradebooks will contain all prior gradesheets, a current AF Form 1042 and the Randolph Form 295, **Proficiency Summary Sheet,** for each phase of training.

8.7. Grading Standards. Instructors will provide meaningful and appropriate feedback to students, their supervisors, and subsequent instructors regarding the student's progress in training. Instructors will direct gradesheet comments to the flight commander. These comments will provide a record of student achievement to identify areas requiring additional training. Comments will also identify those students who fail to meet course standards.

8.7.1. Documentation for Missions:

8.7.1.1. If the student encounters any physiological problems, the instructor will enter the circumstances on the gradesheet and follow the appropriate procedures in this instruction.

8.7.1.2. The instructor will annotate in the overall comments if the student is late for a mission.

8.7.1.3. Document corrective action in the student's training folder.

8.7.2. Training Missions. The purpose of training periods is to provide maximum proactive instruction. Learning is the primary objective of training missions. Emphasis will be placed on demonstrating correct procedures and correcting errors. Student evaluation is secondary on practice missions. In general, training involving performance of manual or mental skills will be conducted, using the demonstration-performance method. Syllabus training missions will be graded to provide a record of a student's progression or regression and ensure the student, supervisor, and subsequent instructors are aware of the student's progress. An overall grade of U or F will be given anytime the student fails to meet the PLR in any subtask.

8.8. Student Evaluations. A standardized, objective evaluation system is critical to the production of a quality graduate. Squadron commanders will appoint check instructors to conduct student evaluations. Student evaluations will be conducted in accordance with the syllabus and graded against the PLR. Checkrides will evaluate the student's performance and proficiency. Academic and check mission failures carry over from syllabus to the following syllabuses.

8.8.1. Lost Students. If a student is hopelessly lost, the instructor will assign an overall grade of U. The instructor will reorient the student and continue the mission as a check mission, evaluating the student's strengths and weaknesses. Before intervening, the instructor will be sure the student is hopelessly lost. Being behind the aircraft or being out of the corridor may be indications of trouble, but it does not necessarily mean the student is lost.

8.8.2. Restarting. If, in the instructor's judgment, a situation exists where a student is disoriented or lost because of circumstances beyond the student's control; for example, excessive air route traffic control (ARTCC) vectors, equipment malfunction, etc., the instructor may restart the student. Students will be informed when they are being restarted and are to continue the mission as a check mission.

8.8.3. Grading. During student evaluations, grading will be accomplished only when it does not interfere with the student's performance. Items with specific time requirements will be graded when required by the mission profile.

8.8.3.1. The instructor will give an overall grade of U any time a student fails to meet the PLR in any subtask. The student must perform at the G or E level to pass a formal evaluation.

8.8.4. Subtasks. For repeat subtasks (RST) (check missions only):

8.8.4.1. Individual subtask grades will be based on the absolute rating scale. The check instructor will rate the student's performance based on the student's first attempt to accomplish each subtask. If a student performs a subtask to a PL 2 when a PL 3 is required, the subtask may be repeated. When the first or any subsequent subtask attempt is rated at the PL 1, the overall mission will be graded U. (The RST option will not be used when the student is rated at PL 1.) If the repeat subtask is used and the subtask is performed satisfactorily, the student may receive a satisfactory subtask grade. When the RST option is used, it will be clearly documented on the gradesheet and the overall mission grade will be no higher than G.

8.8.4.2. Use of the RST option on any sub-area will be at the judgment of the check instructor. This option will be used in those few situations where the first attempt does not provide an accurate assessment. Although RST will be used on subtasks

that can be easily reaccomplished in a reasonable time period, common sense should be applied when deciding whether to use the RST option. When instructors choose to reevaluate a sub-area, they will inform the student another attempt will be made and provide the proper time sequencing for reaccomplishment.

8.8.4.3. The RST option may be used on PC/EC missions providing it is not used for a sub-area that was graded below PLR on the checkride that triggered the PC/EC or sub-areas that have been below PLR trend item on practice missions.

8.8.5. PC/EC Evaluations. A PC/EC is a full mission profile evaluation during which a student's performance is observed, rated potential is evaluated, and ability to complete the course training within syllabus constraints is considered. A PC/EC is apart from the normal syllabus flow. Students must demonstrate proficiency on the PC/EC to the current stage of training. If PC/EC occurs on a practice mission, where instruction is normally required, that instruction will still be provided. It will be up to the evaluator to determine the student's level of proficiency based on the amount and depth of instruction needed. If the PC/EC occurs on a checkride mission, evaluators may still offer instruction to assess the student's rated potential and ability to complete the course. PLRs for a PC/EC will be the same as the PLRs for the event that triggered the PC/EC. Upon successful completion of the PC/EC, the student will continue training with the event following the event that triggered the PC/EC. If the next event is a checkride and all objectives of the check were satisfied on the PC/EC, the PC/EC will substitute as the end-of-phase checkride.

8.8.5.1. After a failed checkride, additional training is required. "Washbacks" are not permitted prior to the associated PC unless resources for the PC are unavailable. The PC must meet minimum PLR requirements for the most recently completed unit of training. Document a PC as "XXX88" and include in the student's training folder.

8.8.5.2. The squadron commander may authorize additional sorties to correct training deficiencies after an EC trigger. Due to the unique nature of the navigator training syllabus and aircraft availability, as a last resort, the squadron commander may elect to "washback" a student one previous class in order to provide additional training sorties prior to an EC. Only one performance "washback" (for AT) is allowed per student. Document an EC as XXX89 and include in the student's training folder. A student who fails an EC will be entered in the Commander's Review Process.

8.8.5.3. Passing a PC/EC fulfills the requirements of the sortie that caused it to be flown. A PC is only given once per student. After passing an EC and the student is returned to training, subsequent checkrides are performed as end-of-phase checks. Additional checkride failures would result in an EC.

8.8.5.4. Reinstatement after CR requires additional training and an EC to complete the training event. After a successful EC, subsequent checkrides are performed as normal end-of-phase checks. Additional checkride failures would result in an EC.

Chapter 9 – Undergraduate Battle Management Training

9.1. Mission Requirements: All syllabus-directed missions or simulator sessions will be accomplished unless the NAF/DO approves otherwise. Students will progress to subsequent missions or simulator sessions under normal progression or will repeat the last mission or simulator session after an unsatisfactory event. A lesson, mission, or simulator session is defined as an instructional unit listed in the course syllabus for a particular task. These units are comprised of instruction, student practice sessions, and instructor appraisals of the students' performance (i.e., SINT-1, SINT-2, SAR-4, etc.) The demonstration and proficiency check at the end of each phase of training is also considered a lesson/mission (e.g., SINT-6). Phases of training are sequential units of instruction that culminate in a student demonstration of comprehension/ performance for a particular task. End-of-phase checks are given at specified intervals in the syllabus to determine if the student meets CTS requirements.

9.2. Mission Standards: Conduct student evaluations according to the applicable syllabus and grade against the performance level tables and mission standards. Use the grading scale delineated on TAFB Form 186, **Individual Mission Gradesheet**, when assessing student performance. Students will not progress to subsequent units of instruction until all criteria for each lesson/mission has been met as outlined in the syllabus. Academic classes and examinations may be accomplished if the unsatisfactory session was not a prerequisite to proceed in training. Students who have difficulty attaining the required level of proficiency for training events, such as SINT-3, or academic failure should be identified for the CAP. Each student should attend all high performance mission briefings and debriefings with a Battle Management Training instructor in attendance during the course of their training.

9.2.1. Intelligence Briefings. These briefings are conducted by Wing Intel on a weekly basis. Students will be encouraged to attend as training schedules permit.

9.3. Academic Requirements: Minimum passing score is 85%. Exams will be corrected to 100%.

9.3.1. Academic additional training will consist of counseling (study habits, distractions, materials focus, etc.) and a directed study period of not less than 1 hour nor more than 3 hours with an instructor present. The instructor will help focus the study period and be available to answer questions pertaining to the exam material. The student will be retested the next duty day or at a minimum 24 hours later on a different test.

9.3.2. The academic AT does not count in the total number of AT missions allowed for the course.

9.3.3. Examination Trends. Record examination results on the AETC Form 668, a locally developed form or computerized listing. Individual directorates will prepare and maintain cumulative academic test analysis. Training and Development (TD) will review the examination analysis once per quarter to identify test deficiencies or trends. At the end of the fiscal year, TD will forward a summary of examination results and any recommendations to the Training Manager (TM) for review.

9.4. Additional Training (AT): AT sessions are provided to the students, who need them, beyond the normal sessions directed by the syllabus. They give the students the necessary extra training to bring the student's performance up to required levels. AT sessions will only be administered to one student at a time, with the one-on-one concept. A senior qualified instructor should administer the AT session. Report all AT events on an AETC Form 173. The student will always be afforded an AT session following an unsatisfactory normal mission, up to the course limit, prior to needing a waiver, depending upon the length of the course of instruction. Each syllabus will specify the number of AT sessions available for that course of instruction. All students must be formally counseled on the purpose of AT sessions received. Waiver requests (AETC Form 6) for additional AT sessions will be forwarded to the OG/CC and NAF/DO and will contain the student's name, rank, class identifier, number of AT sessions, the area the student is experiencing trouble, a recommendation and a summary of expected success if given more AT sessions.

9.4.1. Instructors are permitted to provide additional "chalk-talk" sessions after academics, sim or live missions to enhance the student's learning experience without the session becoming an AT. These "chalk-talk" sessions are usually the result of a student request; they are not the result of a student "non-progression" or failure to achieve standards.

9.4.2. The Registrar will notify 19AF/DOK in writing (message or e-mail) when a student enters the Commander's Review process.

9.5. Elimination Procedures: Elimination procedures will be IAW this instruction. Use the CAP procedures and the Commander's Review procedures as outlined in this instruction. Use the AETC Form 126A to initiate the Commander's Review process. The case file is kept by 19AF/DOK.

9.5.1. Upon the non-concurrence of the FW/CC for a student elimination proposal, a waiver is required from NAF/DO prior to reinstatement in training. Students reinstated into training after the Commander's Review will be administered a second EC following completion of AT (the OG/CC can authorize up to two AT sessions prior to the follow-up EC). If the student subsequently fails to progress in the normal syllabus flow after this additional training and second EC, the student will be eliminated.

9.5.2. Upon the concurrence of the FW/CC for a student elimination proposal, the Registrar will notify HQ 19 AF/DOK. The Registrar will forward the original student elimination package (AETC Forms 126A, 901, 904, 902, 101, 173, 803A and TAFB 186, the student's compendium, progress tracking sheet, certificate of understanding, if applicable, and any other pertinent information) to HQ 19 AF/DOK. Maintain this documentation IAW AFI 37-139. The TM will update the elimination action in AFTMS as applicable. For PCS active duty eliminees in an AFSC awarding course, the Registrar will coordinate with local MPF to request reclassification/retention action from AFPC. TDY active duty eliminees will be returned to their home unit for further guidance. All ANG and AFRC eliminees will be returned to their home unit.

9.6. MOA Management Procedures: All flight commander's requests for flight surgeon examinations will be approved at the Assistant Operations Officer (ADO) level. The ADO will schedule the flight surgeon appointment. Students considered as MOA candidates will be placed in the CAP and will be documented on AETC Form 101 **Student Performance Summary** and AETC Form 173, **Academic/Non-Academic Counseling and Comments**.

9.7. Student Training Folders and Gradebooks: Instructors will provide meaningful and appropriate feedback to students, their supervisors, and subsequent instructors regarding the student's progress in training. Instructors will direct gradesheet comments to the next instructor. These comments will provide a record of student achievement to identify areas requiring training emphasis. Comments will also identify those students who fail to meet course standards. End-of-phase and end-of-course grading will reflect the desired training levels as specified in the course training standards for each course.

9.7.1. Training Folders. In addition to requirements in chapter 5, each training folder will contain:

9.7.1.1. AETC Form 901 (which will provide a summary of student training to include academic test grades).

9.7.1.2. AETC Form 904 (which will provide a written summary which will include an overall assessment of the student, to include student strengths and weaknesses, and the end of phase results for the student).

9.7.1.3. Student Progress Tracking Form.

9.7.1.4. AETC Form 101 (which will track a student through the CAP, annotate any end of phase or academic failures, etc.).

9.7.2. Student Gradebooks. A gradebook will be maintained for each student and will contain the following:

9.7.2.1. Student recognition label.

9.7.2.2. Mission Grade Sheets.

9.7.2.3. Intercept/Mission Tracking Log.

9.7.2.4. AETC Form 902 (which will provide a tracking document as the student progresses through training. Document each academic test with grade, the results of each sim mission, and the results of each live mission).

9.7.2.5. AETC Form 803A (follow documentation requirements in chapter 5).

9.7.2.6. AF Form 1042.

9.7.2.7. AETC Form 173 (which will track any counseling sessions, except non-academic or sensitive or private information, which is documented on AF Form 174).

9.8. Early/Late Graduation: Notify 19 AF/DOK of all early or late graduations (include rationale) as soon as possible.

9.8.1. Washback: Students below acceptable standards are allowed to repeat parts of the course to bring them up to standards and are administratively put in a washback status per the NAF/DO's approval. The ADO should coordinate through the DO if

they believe washback may help the student progress. The flight commander must record any washback information on the student's AETC Form 101, **Student Performance Summary**. The intent of this capability is to overcome an event that was beyond the student's control. This is not to be used as a tool to control training deficiencies that are normally handled through the AT process.

9.9. Graduation Training Documentation: The Registrar will forward AETC Form 901, **Training Record** and AETC Form 904, **Training Summary** for all graduating students, within 10 days of the graduation date to HQ 19 AF/DOK for archive and a copy to the graduate's gaining unit. The Registrar will update AFTMS for all graduating students within 15 days of grad date.

9.9.1. Graduate Records: The graduate's original AETC Form 904, **Training Summary,** will have the student's strengths and weaknesses identified. For AD ABM graduates, an AF Form 475, **Education Training Report**, will be forwarded by the Registrar to the graduate's servicing MPF along with a copy of their orders for required action. ANG/AFRC ABM graduates will receive the same form and the Registrar will forward to the graduate's unit orderly room for required action. For all entry level WD graduates, an AF Form 77, **Supplemental Evaluation Sheet**, will be forwarded by the Registrar to the graduate's unit orderly room for required action (the intent of these forms is to recap the training environment and to highlight student strengths and weaknesses).

9.10. Absences and Leave. Flight commanders must record any student absences of 8 hours or less (non-consecutive) on the student's AETC Form 101, **Student Performance Summary**. Students are not authorized to take leave while in training status, except for emergency leave coordinated through The Red Cross and leave taken during the Christmas break.

9.11. Training Management: The Registrar will provide all flight commanders with student inprocessing packages prior to class start.

9.11.1. Any training beyond 3-skill level or ABM will be considered as Graduate-level training, i.e., the Instructor Upgrade and the Weapons Director (AWACS, MCE, and SAOC) courses are considered graduate Battle Management Training.

9.11.2. The TM is responsible for updating and submitting appropriate documentation changes to HQ AETC/DOR for all courses in the ETCA after coordination through DO/ADO/Registrar. The TM will build and update all course information and requirements in the Air Force Training Management System (AFTMS).

9.11.3. Quota control for will be handled by HQ AETC/DOR and the TM. Based on the final approved published TPR and the units' training capability and scheduling inputs, the TM will officially load appropriate schedules and the user's TPR in the AFTMS. The Registrar will forward copies of the official schedule to MAJCOM functional managers, HQ AETC/DOFA, and 19 AF/DOK. Requests from users to cancel, transfer or to add a Training Requester Quota Identifier (TRQI) in classes must contact and coordinate such actions through HQ AETC/DOR who will coordinate with the TM for course entry.

9.11.4. If medical qualifications for students cannot be determined in 10 workdays or if the parent organization takes no corrective action within the prescribed number of days, then the Registrar will notify the parent organization, HQ AETC/DOFA and HQ 19 AF/DOK of the reason for disqualification (prerequisite elimination) and return students to their units.

9.11.5. The Registrar provides class entry rosters NLT two weeks prior to class start date to training unit personnel. The Registrar will verify student entries (containing name, rank, service, and status) and forward to 19 AF/DOK 10 days after class start date. With unit, HQ AFPC and HQ AETC/DOR approval, students awaiting training may be entered into an earlier class if there are vacancies.

9.11.6. The Registrar will forward quota information monthly to higher headquarters containing the following areas:

9.11.6.1. Course

9.11.6.2. AFTMS Class Number

9.11.6.3. Class Entry Date

9.11.6.4. Projected/Actual Graduation Date

9.11.6.5. Programmed Student Entries by User (ADE, ADO, ANGE, ANGO, AFRO, AFRE, etc.)

9.11.6.6. Adjusted User Request by User

9.11.6.7. Actual Students Loaded by User

9.11.6.8. Cancelled 30-Days Prior to CSD by User.

9.11.6.9. Unfilled & No-Shows by User.

9.11.6.10. Washbacks (+ and -).

9.11.6.11. Eliminations by User.

9.11.6.12. Actual Graduates by User.

9.11.6.13. Miscellaneous Information (e.g., late/early grad)

9.12. Cockpit/Crew Resource Management (CRM) Briefings: AFI 11-290, *Cockpit/Crew Resource Management Training Program*, outlines requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps including the implications for Battle Management Training. Real-world mishaps should be used as examples in the briefings. As a minimum, all students will receive introductory training in all CRM core concepts. CRM briefings are not testable.

Chapter 10 – Undergraduate International Training

10.1. International Military Student (IMS) Training. IMS personnel receive USAF formal course training under the International Military Education and Training (IMET) program, a Foreign Military Sales (FMS) case, a counter-drug program, or as part of a presidential drawdown initiative. These activities are part of the DOD Security Assistance Training Program (SATP). The administration of SATP students generally adheres to the procedures outlined in the preceding chapters; however, there are certain exceptions. This chapter will address only those areas where SATP student administration differs from USAF student administration. The procedures outlined in the preceding chapters will be followed for any area not covered in this chapter.

10.2. International Military Training Officer (IMSO). Each USAF installation will appoint an IMSO to handle administrative affairs IAW AFJI 16-105. Training units conducting Security Assistance training, to include orientations, must maintain a close liaison with their installation IMSO.

10.2.1. Waiver Authority for International Battle Management Students. Specialized English Terminology (SET) waivers will be processed through the TM and NAF/DO. Blanket waivers for IMS will not be approved. Exemptions from SET testing are based on the English-fluency of the student, and are considered on a case-by-case basis. Coordinate all requests for SET exemptions through AFSAT/TO. The minimum English Comprehension Level (ECL) for the International Air Weapons Controller Course (IAWCC) and the Theater Air Operations Course (TAOC) is 80.

10.3. Air Force Security Assistance Training Squadron (AFSAT), Randolph AFB TX, administers all international technical, flying, PME, and Battle Manager training within AETC. Administrative procedure questions should be routed to the installation IMSO, who in-turn will notify the appropriate AFSAT country manager.

10.3.1. See AFJI 16-105, as supplemented, for terms, references, and additional information relating to SATP.

10.4. Screening of Student Data. Training Units will screen all student records as outlined in AFJI 16-105, chapter 2. The installation IMSO will conduct a thorough review of the student's Invitational Travel Order (ITO) and appropriate amendments IAW AFJI 16-105.

10.5. Substandard Performance: Additional training sorties (AT sorties or "X" sorties) required beyond the phase/module limit require NAF/DO approval. Additional sorties required beyond the course limit require NAF/DO and country approval. The unit IMSO should contact the appropriate AFSAT country manager to obtain country approval.

10.5.1. Units will record all additional sorties flown by the IMS as AT or "X" sorties. This includes all corrective action, recheck sorties arising from flight checks and all progress check flights. It does not include incomplete sorties requiring re-fly or "sandbag" sorties (i.e., sorties flown in a cockpit position that would otherwise be unoccupied).

10.5.2. The Unit OG/CC will notify the installation IMSO, AFSAT/TO and NAF/DO IAW AFJI 16-105 if the student's actual flying abilities do not meet standards and will recommend elimination. A Faculty Board, if required, will be conducted IAW AFJI 16-105, as supplemented.

10.5.3. IMS Battle Management students requiring AT (academics or simulator) which is beyond the phase/module limit will be coordinated through the installation IMSO, TM, HQ 19 AF/DOK, and the appropriate country manager. Overall waiver approval authority rests with HQ 19AF/DO.

10.5.3.1. AT and elimination procedures for the IMS Battle Management students will follow the syllabus. The IMS will initially enter the Commander's Review Process and then, if necessary, a Faculty Board will be conducted IAW the JSAT, as supplemented.

10.6. Student Training Records. Student training records will be maintained by the installation IMSO IAW AFJI 16-105.

10.7. Completion of Forms: The US Security Assistance office from the student's country assigns the student a training number. This number will be immediately after the student's name on the ITO. It consists of four digits and two letters. Enter this number immediately after the student's name on all training records and all training certificates, awards, or other documents of that type.

10.8. Training Summary:

10.8.1. Include the SATP training number after the student's name.

10.8.2. After the course summary section, record any awards, special certificates, or other achievements. The Training Unit will attach a copy of award citation, letters of appreciation, certificates, etc., to the Training Summary. The installation IMSO is responsible for compliance with AFJI 16-105, paragraph 10-112. The Training Unit must ensure that the IMSO is aware of special awards of citations accompanying the Training Summary.

10.8.3. Use AETC Form 240-5 or applicable substitute.

10.8.3.1. Include the SATP training number after the student's name.

10.8.3.2. At the top right corner (above "training organization") enter the foreign country and IMET program year or FMS case designator and the Worksheet Control No. (WCN). The Training Unit may obtain these items from the ITO or the base IMSO.

10.8.3.3. DD Form 2496 will be used for all IMS Battle Managers and any other training or orientation. The IMSO will help training units in the completion of this form.

10.9. Additional Flying Hours:

10.9.1. Requesting Additional Hours. The international military student officer (IMSO) will request additional aircraft hours (for JSUPT, hours in excess of the 10 additional hours authorized by the syllabus) by message to Air Force Security Assistance Training Commander (AFSAT RANDOLPH AFB TX//CC//) and NAF/DO. The request must include the student's name, country, foreign military sales case, line number, worksheet control number, approximate number of additional hours required, and a summary of the student's problems and probability for successful course completion.

10.9.2. Reporting Procedures for Additional Sorties/Hours. To ensure a student's country is charged appropriately for additional sorties/hours flown, the IMSO will provide the following information to AFSAT RANDOLPH AFB TX//TO// by message or to AFSAT/TO@randolph.af.mil as an e-mail attachment within 5 workdays after phase graduation:

10.9.2.1. Student Name.

10.9.2.2. Training unit and base.

10.9.2.3. MASL Number.

10.9.2.4. WCN.

10.9.2.5. Country/case/line or IMET program year.

10.9.2.6. Number of additional hours approved by NAF/DO for additional training.

10.9.2.7. Number of additional hours flown.

10.9.2.8   Type of aircraft flown.

10.9.2.9. Fiscal year the hours were flown in.

10.9.2.10. Start training date and graduation date.

10.9.2.11. POC and telephone number.

10.9.3. Reporting procedures for the IMS attending Battle Management Training will be done via AF1761 (The Thursday Report). All training records and reports will be forwarded to the appropriate SAO immediately (within 5 workdays).

10.10. Holiday Scheduling.. International students may be authorized an additional 2 days each year to observe their national or religious holidays. Specific days for each country will be coordinated through the IMSO and AFSAT.

Section 3 – Graduate Training

This section adds additional guidance for graduate training. Guidance in section 1 applies.

Chapter 11 – Graduate Flying Training

11.1. Course Entry Administration: Units will review incoming students' records to verify they are complete and to determine initial supervision required. (See section 1 for a list of registrar duties.) Students must meet course entry prerequisites established in the ETCA. As a minimum, units will review the following student records (or their equivalent) prior to any formal training other than academic training:

11.1.1. Stan/Eval: Flight Evaluation Folder (if applicable).

11.1.2. Flight Records: Individual Flight Records. See appropriate weapon system training documents for flight records requirements.

11.1.3. Training Records (training folders or gradebooks) from previous course(s) (pipeline students only). If training records are not available, contact NAF/DO.

11.1.4. The SQ/CC or designated representative will review all Student Resumes/Training Summaries.

11.1.5. The unit will immediately notify HQ AETC/DORA if there is a deviation in the expected quotas. Units with no access to AFTMS will forward a class roster to HQ AETC/DORF within 5 duty days of class arrival.

11.2. Sortie/Hour Requirements. Each course has a programmed number of sorties/flying hours/refly hours in the course syllabus. Unless otherwise specified in the applicable syllabus, additional training sorties ("AT" or "X" sorties) required beyond the syllabus or PFT limit require NAF/DO approval. Proficiency advancement will be IAW the applicable syllabus and not used as a management tool for the purpose of graduating students by a specific date.

11.3. Academics: Minimum passing score for all general knowledge examinations is 85% unless otherwise specified in ATS/MTSS contracts or syllabuses. Students failing any test will receive counseling from the appropriate supervisor, additional instruction/study time, and retest.

11.3.1. Security. Units and ATS/MTSS contractor personnel, who maintain student written examinations, will secure all tests and will document examination removal, replacement and destruction.

11.4. Cockpit/Crew Resource Management (CRM): AFI 11-290*, Cockpit/Crew Resource Management Training Program* and the AETC supplement, outline requirements for the CRM training program. CRM briefings will discuss the human-factor causes in aircraft mishaps. Real-world mishaps should be used as examples in the briefings. Brief and debrief CRM core concepts and skills on every aircraft and simulator mission.

11.5. Training Folders/Gradebooks. Each student will have a gradebook, training folder, or equivalent product containing mission gradesheets and other documentation as determined by the FTU.

11.6. Withdrawal from Training: If a student is withdrawn for failure to meet minimum training standards, follow notification procedures in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*/AETC Sup 1. For pipeline students, units will also notify HQ AFPC/DPAO. Units will ensure ANG/AFRC students' home units, HQ ANG/AFRC and international students' country managers are notified immediately when their students experience significant training difficulties or are withdrawn from training. Refer to applicable syllabus for additional guidance as required.

11.7. Distinguished Graduates (DGs). Units that have a DG program should recognize basic course students who clearly excel during formal training. DGs will demonstrate outstanding progress in each phase of academic, simulator, and flying training and outstanding results in flying and simulator evaluations. Units will develop their own method of identifying up to the top 10% of students as distinguished graduates; classes of less than 10 may have one DG. Units may round any fractions upward. Units may elect not to designate a distinguished graduate in a class.

11.8. Disposition of Training Records: All training records will be forwarded to the student's gaining unit, follow-on training unit or ATS contractor within 10 duty days of class graduation.

Section 4 – Survival, Evasion, Resistance and Escape

This section adds additional guidance for survival training. Guidance in section 1 applies.

Chapter 12 – Survival, Evasion, Resistance and Escape (SERE) Student Administration

12.1. Student Processing.

12.1.1. General. This chapter designates responsibilities and establishes procedures for processing SERE training students. It applies to all SERE training courses conducted by the 336 TRG.

12.1.2. Medical Requirement. Medical records must be hand-carried and include SF600, **Health Record - Chronological Record of Medical Care**, documented by flight surgeon, medical officer, or senior aeromedical technician (90170) certifying physical qualifications for training.

12.1.3. Student Entry. Students start training in the first available class if maximum load capabilities are not exceeded. Notify Rated Management and HQ AETC/DOR when students enter training early, late, or changes to follow-on training are needed. SERE training classes are conducted as scheduled by the program flying training (PFT) document. Changes to PFT class schedules require HQ AETC/DORA approval.

12.1.4. Students Awaiting, Completed, or Eliminated From Training. Student Administration assigns Senior Airman and below to casual duty within the group. ANG and AFRC students may be assigned casual duties after contacting the 19AF/CCG or 19AF/CCR office for disposition on students. When students have a break in training the 336 TRSS Student Administration will calculate the cost of per diem and billeting versus air travel to home unit and use the option most cost effective for the government.

12.1.5. Student Leave. Ordinary leave is not authorized for students participating in SERE training. Emergency leave is permitted when the emergency is confirmed by the Red Cross.

12.1.6. Student Reentry Into Courses. Student Administration reenters students into training. The unit commander or operations officer determines the point of reentry into their course.

12.1.6.1. Students reentering courses S-V90-A and S-V84-A must complete the entire course.

12.1.6.2. 336 TRG medical authorities will clear students eliminated or held over for medical reasons before reentry.

12.1.7. Students failing to progress in the normal syllabus flow will be entered in the Commander's Review Process (CR). The CR triggers are IAW with the course syllabus. This process begins with the Initiating Authority paragraph and ends with the Disposition of CR Records paragraph in Chapter 5.

12.2. Elimination Categories and Applicability:

12.2.1. Performance Deficiency. Failure to meet proficiency standards required by the applicable syllabus, including academic and operational deficiencies. Use an AETC Form 126A, **Record of Commander's Review Action**, to document the required CR process.

12.2.2. Prejudicial Conduct. Improper conduct or attitude, lack of responsibility toward assigned duties or obligations, or other character disorders that raise doubt about the student's fitness for continuation in training or as a member of the military.

12.2.3. Lack of Instructor Adaptability (Course S-V81-A). Inability of SERE instructor trainees to adequately adapt to military relationships, accept responsibility, control students, or properly care for themselves or others as required of a SERE training instructor. Use an AETC Form 126A to document the required CR process.

12.2.4. Drop on Request (DOR) (Course S-V81-A). A student's request for elimination when not in the CR process. The student completes AETC Form 126A, section II, then confirms the desire for DOR by signing under the initiation authorities entree indicating the reason for elimination. On an AETC Form 803A, the student will cite specific reasons for desiring to DOR.

12.2.5. Recall. Removal from training at the direction or request of higher headquarters or parent unit (to include Air National Guard, US Air Force Reserve Command, US Navy, etc., or home country).

12.2.6. Medical Disqualification. A medical condition that renders a student incapable of meeting training requirements or medical standards for SERE training. Refer to the table 3 in this chapter.

12.2.7. Administrative Elimination. In the following cases, a student may be administratively eliminated from training in the current class:

12.2.7.1. For not meeting initial eligibility requirements.

12.2.7.2. When becoming medically disqualified (indefinite or permanent).

12.2.7.3. For failing to meet weight or body fat standards prescribed by parent Service guidance or directives.

12.2.7.4. For DOR if a CR recommends elimination.

12.2.7.5. When pending separation from service.

12.2.7.6. When recalled by parent unit, higher headquarters, or home country.

12.2.7.7. For breaches of discipline (involving international students).

12.2.7.8. For insufficient temporary duty time remaining to complete course.

12.2.7.9. For drug abuse substantiated by urinalysis or other reliable evidence.

12.2.7.10. When unavailable for training due to absence without leave, desertion, death, extended hospitalization, or criminal confinement.

12.2.7.11. At the discretion of the approving authority in cases of prejudicial conduct in which punitive action was taken under Articles of the Uniform Code of Military Justice (UCMJ), except for aircrew members.

12.3. Eliminated Students:

12.3.1. The 336 TRSS Student Administration will counsel students eliminated from training to gain information for assignment status and disposition. Use guidance found in the Disposition of Disqualified Students paragraph, to determine status. Process these students under the procedures in AFI 36-2110, *Assignments*, ETCA, *Education Training Course Announcements*, AFI 36-3206, *Administrative Discharge Procedures for Commission Officers*, AFI 36-3207, *Separating Commissioned Officers,* and (or) AFI 40-502, *The Weight and Body Fat Management Program,* as applicable. Process international students under AFJI 16-105, *Joint Security Assistance Training (JSAT).*

12.3.2. Notify appropriate agencies by message, as shown in the Elimination Message paragraph. Coordination with the 336 TRSS Student Administration office is necessary when the message from Det 1 or Det 2.

12.4. Course S-V81-A. The following responsibilities and procedures apply to course S-V81-A only:

12.4.1. Student Orientation. The 336 TRG Commander establishes procedures to ensure students and their spouses are warmly welcomed on arrival and given a newcomer's orientation, including information about group, base, and local area support agencies, educational and recreational opportunities, and course S-V81-A policies and programs such as scheduling, grading, elimination, and awards.

12.4.2. Custodial Requirements. Enlisted students may perform routine cleanup and maintenance of S-V81-A training facilities and grounds. Schedule these activities only to the degree required to maintain acceptable standards and minimize disruption of training and break times.

12.4.3. Student Withdrawal. The withdrawal of S-V81-A students from training requires the 66 TRS Commander's approval. The senior training supervisor present during operational training may temporarily withdraw students, pending commander's approval, when their presence may have a disruptive effect on the class or conduct of training. Process students withdrawn

for performance deficiency or DOR according to applicable chapter of this instruction. Withdrawn students awaiting final disposition will be gainfully employed in activities associated with the whole-person concept. These activities will not exceed the time required of full-time students.

12.4.4. Student Awards. The 336 TRG will establish and maintain an awards program to recognize outstanding students based on their achievements in training. Consideration is given to attitude, capability, potential, scholarship, and leadership. Duplicate awards may be made in case of a tie. AFI 36-2805/AETC Sup 1, *Special Trophies and Awards,* governs appropriations for such awards. The course staff will nominate recipients to the group commander for approval. Awards will be presented during a graduation ceremony scheduled to permit maximum attendance by SERE training personnel.

12.4.5. Student Records. 66 TRS/CTI will maintain a record of student tests, phase grades, and all documented counselings.

12.5. Student Records. Units conducting training will maintain applicable forms on each student.

12.5.1. Fill out AETC Form 685, **Summary Record of Training**, for all students entering AETC SERE training courses. Units are authorized to overprint the form with items that apply to their courses. Dispose of the AETC Form 685 and attached forms according to AFMAN 37-139.

12.5.2. Use AETC Form 62, **Absentee Report**, to record student absences from scheduled training. Document makeup training on back of the form. Attach these reports to the AETC Form 685.

12.5.3. Use AETC Form 167, **Survival Training Withdrawal/Entry**, or element roster for internal notification of late student entries and withdrawal actions, except medical.

12.5.4. Use AETC Form 168, **Class Status Survival Training**, to document student status for each class. Units are authorized to overprint the form with items that apply to their courses.

12.5.5. Use AETC Form 169, **Record of Medical Disqualification (Survival Training)**, to document medical disqualification and reentry evaluation. Attach these records to the AETC Form 685.

12.5.6. Use AETC Form 803A, **Student Activity Record**, to document any student difficulties that may result in elimination action. Attach these records to the AETC Form 685 if the student is entered into the Commander's Review Process. Destroy AETC Forms 803A if the student graduates.

12.6. Distribution of Commander's Review (CR) Records

12.6.1. Distribution. Send one complete copy of the CR record to HQ AETC/DOF. Organize the records in the following order:

12.6.1.1. AETC Form 126A.

12.6.1.2. Statement of receipt of CR process briefing.

12.6.1.3. Students show cause letter to the convening authority.

12.6.1.4. AETC Form 685 and copy of all forms in the student's record of training (including AETC Forms 803A).

12.6.1.5. Other pertinent elimination documents.

12.6.1.6. Certifications by staff judge advocate as to legal sufficiency, if applicable.

12.6.1.7. AETC Form 169 (for medical elimination).

12.6.2. Additional Distribution Instructions:

12.6.2.1. All Students. Send one copy of AETC Form 126A without attachments to the servicing military personnel flight.

12.6.2.2. Active Duty Air Force Personnel. Send one copy of AETC Form 126A without attachments to HQ AFPC/DPAOM or HQ AETC/DPAOT.

12.6.2.3. Civilian Students. Send one copy of AETC Form 126A without attachments to the servicing civilian personnel office.

12.6.2.4. Air National Guard Students. Send one complete copy to ANG/DPTF, Andrews AFB MD 20331-6008.

12.6.2.5. Air Force Reserve Command Students. Send one complete copy to HQ AFRC/DOTL, Robins AFB GA 31098-6001.

12.6.2.6. International Students. Send a second complete copy to HQ AETC/DOF who will forward to AFSAT.

12.6.2.7. Sister Service Students. Send a second complete copy to HQ AETC/DOF who will forward to the appropriate Service.

12.7. Disposition of Disqualified Students

12.7.1. Temporary and Indefinite Medical Disqualification. Follow the disposition instructions in Table 3 for students who are medically disqualified from courses S-V80-A, S-V84-A, S-V86-A, S-V87-A, and (or) S-V90-A.

12.7.2. Medical Disqualification from Course S-V81-A. The 336 TRG/CC must approve holdover of S-V81-A students. Approval is based on the student's potential to complete the course, past performance, desires, and medical evaluation.

Table 3. Medical Disqualification.			
L I N E	**A** **Status**	**B** **Retainability**	**C** **Disposition**	**D** **Remarks**

L I N E	**A** Status	**B** Retainability	**C** Disposition	**D** Remarks
Temporary Medical Disqualification (Less Than 30 Days)				
1	Qualified for holdover temporary duty (TDY) and return	Student's unit commander concurs	Hold over	None
2	Qualified for holdover with follow-on training	Able to change follow-on training		
3	Unable to change follow-on training	Unable to change follow-on training	Eliminate and send to training	Provide return instructions
4	Port call	Port call	Hold over	Request port call change
5	Qualified for follow-on training and (or) assignment	Qualified for follow-on training and (or) assignment	Eliminate and hold	Request instructions (indicate length of disqualification) (see note)
Indefinite Medical Disqualification (More Than 30 Days)				
6	Qualified for follow-on training and (or) assignment	NA	Eliminate and hold	Conduct medical evaluation and request instructions (note)
7	Unqualified for follow-on training and (or) assignment			Request instructions (note)
8	TDY and return		Eliminate	Return to home base and provide instructions for return

12.8. Elimination Message

12.8.1. Message Addresses (see notes 1 and 2):

12.8.1.1.   TDY and Return:

    TO: Student's unit/CC and MPF/Classification and Training

    INFO: MAJCOM/Classification and Training
            HQ AETC/DOF
            336TRSS/Student Administration (Courses S-V86-A and S-V87-A)

12.8.1.2. TDY En Route PCS:

    TO: HQ AFPC/DPAOM/DPAOM4/DPAOT1 (appropriate office number)

    INFO: Losing MAJCOM/Assignments
            Gaining MAJCOM/Assignments
            Losing MPF/Outbound Assignments
            Gaining MPF/Outbound Assignments
            HQ AETC/DOF
            336TRSS/Student Administration (Courses S-V86-A and S-V87-A)
            PCS Controlling MAJCOM/Assignments

12.8.1.3. TDY En Route PCS With Follow-On Training. Provide the same addresses as preceding paragraph. Send info copy to the follow-on training units.

Notes:
1. For medical disqualification, include HQ AETC/SG and member's MAJCOM/SG as info addressees.
2. Notification for S-V81-A eliminees is made according to AFMAN 36-2110, *Assignments*. If AFI 36-3208, *Administrative Separation of Airmen*, action is being considered, wait until a final determination is made before making the notification.

12.8.2. Required Data:

12.8.2.1. Name, grade, Social Security number (SSN), Air Force specialty code (AFSC), assignment actions number (AAN), report not later than date (RNLTD), and special order number and date.

12.8.2.2. Port of aerial embarkation (PAE) date and flight number if applicable.

12.8.2.3. Reason for elimination. For medical disqualification, give specific evaluation, medical recommendation and prognosis, and period of disqualification from survival training and AFSC duties. Use code "ICD" of the Diagnostic Statistics Manual (DSM) codes to identify sensitive medical data.

WILLIAM WELSER III
Major General, USAF
Director of Operations

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

Section A – References

AFI 11-202, Vol 2, *Aircrew Standardization/Evaluation Program*
AFI 11-202, Vol 3, *General Flight Rules*
AFI 11-214*, Aircrew, Weapons Director and Terminal Attack Controller Procedures for Air Operations*
AFI 11-290, *Cockpit/Crew Resource Management Training Program*
AETCI 11-301, *AETC Aircrew Life Support Program*
AFI 11-401, *Flight Management*
AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*
AFI 11-404, *Centrifuge Training for High-G Aircrew*
AFPAM 11-419, *G-Awareness for Aircrew*
AFJI 16-105, *Joint Security Assistance Training (JSAT)*
AFI 33-328, *Administrative Orders*
AFPD 36-22, *Military Training*
AFI 36-2107 *Active Duty Service Commitments (ADSC) and Specified Period of Time Contracts (SPTC)*
AFI 36-2110, *Assignments*
AETCI 36-2207, *Survival, Evasion, Resistance, and Escape (SERE) Training Curriculum and Student Management*
AETCI 36-2212*, Survival Course Training Standards (CTS) and Syllabuses of Instruction (SOI)*
AETCI 36-2215, *Training Administration*
AETCI 36-2220*, Academic Training*
AFMAN 36-2234, *Instructional System Development*
AFI 36-2402, *Officer Evaluation System*
AFI 36-2805, *Special Trophies and Awards*
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*
AFI 36-3207, *Separating Commissioned Officers*
AFI 36-2208, *Administration of Separation of Airmen*
AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*
AFMAN 37-139, *Records Disposition Schedule*
AFI 40-501, *The Air Force Fitness Program*
AFI 40-502, *The Weight and Body Fat Management Program*
AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*
AFI 48-123, *Medical Examination and Standards*
AFI 51-602, *Boards of Officers*
AFI 91-204, *Safety Investigations and Reports*
ATCR 30-4, *Professional Conduct and Relationships*
AETC Handout*, Preparing Flying Training Specialized Publications*

Section B – Abbreviations and Acronyms

AA   Approving Authority
ABM   Air Battle Manager
ACAD Academic(s)
ADO   Assistant Operations Officer
ADSC   Active Duty Service Commitment
AETC   Air Education and Training Command
AFPC   Air Force Personnel Center
AFRC   Air Force Reserve Command
AFSAT Air Force Security Assistance Training
AFTMS Air Force Training Management System
ALP   Aviation Leadership Program
ANG   Air National Guard
ARTCC Air Route Traffic Control Center
AT   Additional Training (or Airlift/Tanker)
ATD   Aircrew Training Device
ATP   Advanced Training Program

ATS   Aircrew Training System
AWOL Absent Without Leave
BVIM Base Video Information Manager
CAI   Computer-Assisted Instruction
CAP   Commander's Awareness Program
CNATRA   Chief of Naval Air Training
CNET   Chief of Naval Education and Training
CR   Commander's Review
CRM   Cockpit/Crew Resource Management
CTS   Course Training Standards
DAC   Daughters of American Colonists
DG   Distinguished Graduate
DNIC   Duty not including controlling
DNIF   Duty not including flying
DO   Operations Officer
DoD   Department of Defense
DOR   Drop on Request
E   Excellent (grade)
EC   Elimination Check
ENJJPT   Euro-NATO Joint Jet Pilot Training
EP   Emergency Procedure(s)
ETCA   Electronic Training Course Announcements
EW   Electronic Warfare
EWO   Electronic Warfare Officer
F   Fair (grade)
FEB   Flying Evaluation Board
FMS   Foreign Military Sales
FTD   Flying Training Deficiency
FTU   Formal Training Unit (associated with graduate level training)
G   Good (grade)
G-LOC G-Induced Loss of Consciousness
GTU   Ground Training Unit
HELO Helicopter
HOSM Host Operations System Management
IA   Initiating Authority
IAW   In Accordance With
IFF   Introduction to Fighter Fundamentals
IFT   Introductory Flight Training
IMET   International Military Education and Training
IMSO   International Military Student Office/Officer
IP   Instructor Pilot
IT   Instructor Training
ITO   Invitational Travel Order
JPRA   Joint Personnel Recovery Agency
JSAT   Joint Security Assistance Training
JSUNT Joint Specialized Undergraduate Navigator/Naval Flight Officer Training
JSUPT Joint Specialized Undergraduate Pilot Training
LOA   Lack of Adaptability
MAJCOM   Major Command
MASL Military Articles and Services Listing
MTSS Mission Training Support System
MASS Merit Assignment Selection System
MCI   Multi Command Instruction
MFS   Medical Flight Screening
MIF   Maneuver Item File
MOA   Manifestation of Apprehension
M/P   Maneuver/Performance
MPF   Military Personnel Flight
NAF   Numbered Air Force

NAS	Naval Air Station
NAV	Navigation (or Navigator)
NG	No Grade
OPR	Office of Primary Responsibility
PC	Progress Check
PCS	Permanent Change of Station
PCSM	Pilot Candidate Selection Method
PCT	Programmed Controller Training
PFT	Programmed Flying Training
PL	Proficiency Level
PLA	Proficiency Level Achieved
PLR	Proficiency Level Required
POC	Point of Contact
PPL	Private Pilot's License
PTO	Physiological Training Officer
QAR	Quality Assurance Representative
RA	Reviewing Authority
RCS	Report Control Symbol
RST	Repeat Subtask
SAFO	Senior Air Force Officer
SAR	Student Accounting Registrar
SATP	Security Assistance Training Program
SERE	Survival, Evasion, Resistance and Escape
SME	Subject Matter Expert
SNR	Senior National Representative
SO	Systems Officer
SSN	Social Security Number
TA	Table of Allowances
TD	Training Development
TDY	Temporary Duty
TG	Top Graduate
TM	Training Manager
TMS	Training Management System (T-1)
TPR	Trained Personnel Requirement
TRG	Training Group
TRP	Training Review Process
TROI	Training Register Quota Identifier
TRSS	Training Support Squadron
U	Unsatisfactory (grade)
UCMJ	Uniform Code of Military Justice
UFT	Undergraduate Flying Training
US	United States
USAFA	United States Air Force Academy
VI	Visual Information
WBFMP	Weight and Body Fat Management Program
WD	Weapons Director
WCN	Worksheet Control Number

SAMPLE STUDENT NOTIFICATION MEMORANDUM

(Date)

MEMORANDUM FOR (*Student's Name*)

FROM: *(Initiating Authority)*
        (Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review will evaluate all circumstances relating to your training and make recommendations regarding retention in or elimination from training.

2. You are entitled to submit a memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. Your memorandum and (or) written statements will be used by the approving authority pursuant to 10 USC § 8013. These documents will become part of a case file which will be kept at 19 AF/DOU or 19 AF/DOK and will be destroyed one year after approving authority decision in accordance with AFI 37-138, *Records Disposition – Procedures and Responsibilities*. The file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than two workdays after receipt of this memo.

Initiating Authority Signature

1st Ind

TO: *(Initiating Authority)*   *(Date)*

Receipt acknowledged.

Student Signature

FORMAT – DO NOT REPRODUCE

BRIEFING GUIDE FOR STUDENTS ENTERING THE CR PROCESS

A3.1. Inform the student review action is being initiated and state reasons for the action.

A3.2. Explain the initial review process to the student (chapter 5, this instruction).

A3.2.1. The initiating authority (IA):
A3.2.1.1. Removes the student from training pending wing commander's decision.
A3.2.1.2. Completes AETC Form 126A, section I, and notifies in writing that the student is being considered for elimination, clearly stating the reason.
A3.2.1.3. Advises that the student may submit a letter within two workdays identifying any factors that may have affected the training.
A3.2.1.4. Ensures the student completes AETC Form 126A, section II.
A3.2.1.5. Forwards AETC Form 126A with student's records and written documentation (if applicable) to the reviewing authority not later than 4 workdays after notifying the student.

A3.2.2. The reviewing authority (RA):
A3.2.2.1. Reviews student's training and recommends elimination from or retention in training.
A3.2.2.2. Completes AETC Form 126A, section III, to include remarks for retention or elimination from training, and section V, if applicable, to include all checkride results by event and overall grade.
A3.2.2.3. Informs the student of the sequence of events for CR.
A3.2.2.4. Informs the student of his or her rights for legal assistance and representation if the review is convened under AFI 52-602.
A3.2.2.5. Forwards recommendation and documentation to approving authority for final decision.

A3.2.3. The approving authority (AA):
A3.2.3.1. Reviews the student's records and RA recommendations.
A3.2.3.2. Decides student's retention in or elimination from training.
A3.2.3.3. Completes AETC Form 126A, section IV to include remarks on student officership and a recommended follow-on career field in the event of elimination.
A3.2.3.4. For medical eliminees, provides a statement evaluating the student's ability to complete training if medically requalified.
A3.2.3.5. On elimination of the student, informs him or her of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110. Explains the possibility of reassignment action or release from extended active duty under the separation policies

I have briefed the student on all items listed above.

Signature   *Date*
BRIEFING OFFICER'S NAME, GRADE, TITLE

I have been briefed on all items listed above.

Signature   *Date*
STUDENT'S NAME, GRADE

JSUPT, ENJJPT, AND JSUNT MERIT ORDER CALCULATIONS

A4.1. Computing MASS Standardized Scores. Use the following statistical methodology to compute MASS standardized scores.

A4.1.1. Mean (μ):

$$\mu = \frac{\sum_{i=1}^{N} X_i}{N}$$

Where N is the number of students in the class.

X_i is the individual score for the student (the academic test average, the daily maneuver score, checkride score, etc.)

A4.1.2. Standard deviation (σ):

$$\sigma = \sqrt{\frac{\sum_{i=1}^{N} (X_i - \mu_x)^2}{N}}$$

Where N and X_i are defined as in paragraph A4.1.1.

μ_x is the mean score for the category (that is academic test average mean, the daily maneuver score mean, checkride score mean, etc.)

A4.1.3. Number of standard deviations from the mean (**z score**):

$$z = \frac{X_i - \mu}{\sigma}$$

A4.1.4. T-score: T = 50 + 10 (z score). T-scores will be weighted according to this attachment, and the total merit score will be computed by adding the weighted T-scores.

A4.1.5. Maneuver/Performance (M/P) scores. Maneuver/Performance scores for daily flying and checkride performance will be computed based on the following formula:

$$\text{M/P score} = \frac{\text{M/P points received x 100}}{\text{M/P points attempted}}$$

JSUPT, and ENJJPT will use maneuver scores, while JSUNT tracks will use performance scores.

A4.1.5.1. Each maneuver has scores for unable, fair, good, and excellent. Critical maneuvers are weighted more heavily (landing is weighted more than aileron roll). Weighted grade values for individual maneuvers are available in the maneuver grade files.

A4.1.5.2. Performance points received are determined by multiplying the proficiency level actual (PLA) by the assigned subarea weight. Some subareas are weighted more heavily than others (dead reckoning is weighted more heavily than system crosschecks). Subarea weights are determined by 19 AF/DOU.

A4.2. JSUPT Merit Ranking. Phase 1 and phase 2 data will be used for track selection only. Assignment selection rank will be determined using only phase 3 data, as appropriate.

A4.2.1. T-37 final merit ranking will be based on the following weightings:

FLYING		70%
Checkride Maneuver T-Score		50%
Midphase Contact	(16%)	
Final Contact	(28%)	
Instrument	(28%)	
Formation	(28%)	
Daily Performance T-Score		20%
Flight Line Tests	(25%)	
Daily Maneuver Scores	(75%)	
ACADEMICS T-Score		10%
FLIGHT COMMANDER RANKING T-Score		20%
TOTAL		100%

A4.2.2. T-38 final merit ranking will be computed using the following weightings:

FLYING		70%
Checkride Maneuver T-Score		50%
Contact	(33%)	
Formation	(34%)	
Low Level	(33%)	
Daily Performance T-Score		20%
Flight Line Tests	(25%)	
Daily Maneuver Scores	(75%)	
ACADEMICS T-Score		10%
FLIGHT COMMANDER RANKING T-Score		20%
TOTAL		100%

A4.2.2.1. Cutoff for T-38 contact and navigation daily maneuver scores will be 3 workdays prior to assignment day. Include all sorties completed by all students. Cutoff for T-38 formation and low-level daily maneuvers will be on completion of the related checkride.

A4.2.3. T-1A final merit ranking will be computed using the following weightings:

FLYING		70%
Checkride Maneuver T-Score		50%
Transition	(50%)	
Navigation	(50%)	
Daily Performance T-Score		20%
Flight Line Tests	(25%)	
Daily Maneuver Scores	(75%)	
ACADEMICS T-Score		10%
FLIGHT COMMANDER RANKING T-Score		20%
TOTAL		100%

A4.2.3.1. Cutoff for T-1A daily maneuver scores will be 3 workdays prior to assignment day or the date the last student completes the navigation checkride, whichever is later. In either case, include all sorties completed by all students. Sorties associated with assignment mini-tracks will not be included in MASS scores.

A4.2.4. UH-1 final merit ranking will be completed using the following weighting:

FLYING		70%
Checkride Maneuver T-Score		
EV-1	(25%)	
EV-2	(25%)	
Daily Performance T-Score	(20%)	
ACADEMICS T-Score		20%
FLIGHT COMMANDER RANKING T-Score		10%
TOTAL		100%

A.4.2.4.1. Cutoff for UH-1 daily maneuver scores will be 2 duty days prior to assignment day or completion of at least T-5, whichever is later.

A4.3. ENJJPT Merit Ranking. Final merit ranking will be based on 25% T-37 and 75% T-38 performance. T-37 and T-38 scores will be based on the following weightings:

FLYING				70%
Checkride Maneuver T-Score				50%
T-37		**T-38**		
Contact	(16%)	Contact	(24%)	
Advanced Contact	(24%)	Instrument	(28%)	
Instrument	(24%)	Basic Formation	(28%)	
Formation	(20%)	Advanced Formation	(20%)	
Low Level	(16%)			
Daily Performance T-Score				20%
Flight Line Tests			(25%)	
Daily Maneuver Scores			(75%)	
ACADEMICS T-Score				10%
FLIGHT COMMANDER RANKING T-Score				20%
TOTAL				100%

A4.3.1. Computation of merit ranking will occur NET 3 workdays prior to assignment day and NLT 1200 of assignment day. Include only the T-38 contact, instrument, and navigation daily maneuver scores for sorties that are completed by all students. Cutoff for T-38 formation daily maneuver scores will be the advanced formation category check.

A4.4. Joint USAF/NAVY JSUPT Merit Ranking. T-34/T-44 final merit ranking will be based on the following weightings:

FLYING T-Score (NSS)	87%
ACADEMICS T-Score (NSS)	13%
TOTAL	100%

A4.5. US NAVY Primary Flight Training Merit Ranking. Merit ranking for US Navy students attending T-37 primary training will be based on the following weighting:

FLYING (Daily performance T-score)	100%

A4.5.1. Cutoff for T-37 daily maneuver scores will be C2901, F2106, I2290, and N2105 in the contact, formation, instrument and navigation categories respectively.

A4.6. JSUNT Merit Ranking (Randolph). Primary data will be used for final ranking.

A4.6.1. The final merit ranking will be computed using the following weightings:

FLYING/SIMULATOR		60%
Checkrides	40%	
Fundamentals Simulator (16%)		
Fundamentals Flight (16%)		
Systems Simulator (18%)		
Systems Flight (18%)		
Global Simulator (16%)		
Theater Operations Simulator (16%)		
Daily Performance	20%	
ACADEMICS T-Score		**20%**
FLIGHT COMMANDER RANKING T-Score		**20%**
TOTAL		**100%**

A4.6.2. Electronic Warfare Officer Training (EWOT) Merit Ranking. EWOT merit ranking will be based on the following weightings:

FLYING/SIMULATOR		40%
Checkrides		
Fundamentals Simulator (4%)		
Fundamentals Flight (4%)		
Systems Simulator (4%)		
Systems Flight (4%)		
Electronic Identification (8%) Simulator		
Electronic Support Simulator (8%)		
Electronic Protect Simulator (8%)		
ACADEMICS		**40%**
Primary Navigation (4%)		
Systems Navigation (4%)		
Basic Electronic Warfare (4% per (16%) test)		
Electronic Identification (4% per (8%) test)		
Electronic Support (4%)		
Electronic Protect (4%)		
PEER Ratings		**10%**
FLIGHT COMMANDER RANKING T-Score		**10%**
TOTAL		**100%**

A4.7. JSUNT (NAS Pensacola) Merit Ranking. Final merit ranking will be based on the following weightings:

A4.7.1. Naval Standard Score(NSS): NSS through Strike Core. (CNATRA Instruction 1542.132)

A4.8. Sample Calculation. This example will calculate the T-37 total phase score for JSUPT. Similar methodology is used for JSUPT T-38, Navy JSUPT, ENJJPT, and JSUNT.

A4.8.1. **Checkride Maneuver Scores.** Computed using percentage score multiplied by weighting factor and totaled. This total is used to compute a T-Score for checkride maneuvers.

Midphase Contact   218 pts received/255 pts possible = .8549 x 100 = 85.49 x .20 =   17.098
Contact 218 pts received/245 pts possible = .8898 x 100 = 88.98 x .40 =   35.592
Instrument   243 pts received/260 pts possible = .9346 x 100 = 93.46 x .40 =   37.684
TOTAL CHECKRIDE POINTS   90.074

For this example, 90.074 total points yields a z-score of 0.567 resulting in a Checkride Maneuver T-score of 55.67.

A4.8.2. **Daily Performance Scores.** Computed using the average flight line test score and the daily maneuver percentage score multiplied by weighting factor and totaled. This total is used to compute a T-score for daily flight performance.

Daily Maneuvers 7602 pts received/12475 pts possible = .6004 x 100 =   60.04 x .75 = 45.03
Flight Line Test Average   = 90.00 x .25 = 22.50   TOTAL DAILY MANEUVER POINTS   67.53

For this example, 67.53 total points yields a z-score of -0.845 resulting in a Daily Maneuver T-score of 41.55.

A4.8.3. **Academic Scores.** Student academic average is used to compute a z-score. In this example, we will use 0.255. This z-score results in an Academic T-score of 52.55.

A4.8.4. **Flight Commander Ranking.** Flight commander ranking scores from attachment 5 are used to compute a z-score. In this example, -0.112. This z-score results in a flight commander ranking T-score of 48.88.

A4.8.5. **T-37 Phase Total Computation:**

55.67 (Checkride T-score) x .50 (weighting factor)   =   27.835
41.55 (Daily Maneuver T-score) x .20   = 8.310
52.55 (Academic T-score) x .10   =   5.255
47.88 (Flight commander ranking T-score) x .20   =   9.776
T-37 PHASE TOTAL   51.176

A4.8.6. **T-38 Phase Total Computation.** Using the weighting factors previously outlined and following the methodology used above, a T-38 phase total can be computed. In this example, 54.239.

A4.8.7. **Assignment Total.**   52.176 (T-37 phase total) x .25   =   12.794
54.239 (T-38 phase total) x .75   =   40.679
ASSIGNMENT TOTAL   53.473

Flight Commander's Ranking Matrix

CLASS RANK	NUMBER IN CLASS																										
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2	92.5	95	96.25	97	97.5	97.86	98.13	98.33	98.5	98.64	98.75	98.85	98.93	99	99.06	99.12	99.17	99.21	99.25	99.29	99.32	99.35	99.38	99.4	99.42	99.44	99.46	99.48
3	85	90	92.5	94	95	95.71	96.25	96.67	97	97.27	97.5	97.69	97.86	98	98.13	98.24	98.33	98.42	98.5	98.57	98.64	98.7	98.75	98.8	98.85	98.89	98.93	98.97
4		85	88.75	91	92.5	93.57	94.38	95	95.5	95.91	96.25	96.54	96.79	97	97.19	97.35	97.5	97.63	97.75	97.86	97.95	98.04	98.13	98.2	98.27	98.33	98.39	98.45
5			85	88	90	91.43	92.5	93.33	94	94.55	95	95.38	95.71	96	96.25	96.47	96.67	96.84	97	97.14	97.27	97.39	97.5	97.6	97.69	97.78	97.86	97.93
6				85	87.5	89.29	90.63	91.67	92.5	93.18	93.75	94.23	94.64	95	95.31	95.59	95.83	96.05	96.25	96.43	96.59	96.74	96.88	97	97.12	97.22	97.32	97.41
7					85	87.14	88.75	90	91	91.82	92.5	93.08	93.57	94	94.38	94.71	95	95.26	95.5	95.71	95.91	96.09	96.25	96.4	96.54	96.67	96.79	96.9
8						85	86.88	88.33	89.5	90.45	91.25	91.92	92.5	93	93.44	93.82	94.17	94.47	94.75	95	95.23	95.43	95.63	95.8	95.96	96.11	96.25	96.38
9							85	86.67	88	89.09	90	90.77	91.43	92	92.5	92.94	93.33	93.68	94	94.29	94.55	94.78	95	95.2	95.38	95.56	95.71	95.86
10								85	86.5	87.73	88.75	89.62	90.36	91	91.56	92.06	92.5	92.89	93.25	93.57	93.86	94.13	94.38	94.6	94.81	95	95.18	95.34
11									85	86.36	87.5	88.46	89.29	90	90.63	91.18	91.67	92.11	92.5	92.86	93.18	93.48	93.75	94	94.23	94.44	94.64	94.83
12										85	86.25	87.31	88.21	89	89.69	90.29	90.83	91.32	91.75	92.14	92.5	92.83	93.13	93.4	93.65	93.89	94.11	94.31
13											85	86.15	87.14	88	88.75	89.41	90	90.53	91	91.43	91.82	92.17	92.5	92.8	93.08	93.33	93.57	93.79
14												85	86.07	87	87.81	88.53	89.17	89.74	90.25	90.71	91.14	91.52	91.88	92.2	92.5	92.78	93.04	93.28
15													85	86	86.88	87.65	88.33	88.95	89.5	90	90.45	90.87	91.25	91.6	91.92	92.22	92.5	92.76
16														85	85.94	86.76	87.5	88.16	88.75	89.29	89.77	90.22	90.63	91	91.35	91.67	91.96	92.24
17															85	85.88	86.67	87.37	88	88.57	89.09	89.57	90	90.4	90.77	91.11	91.43	91.72
18																85	85.83	86.58	87.25	87.86	88.41	88.91	89.38	89.8	90.19	90.56	90.89	91.21
19																	85	85.79	86.5	87.14	87.73	88.26	88.75	89.2	89.62	90	90.36	90.69
20																		85	85.75	86.43	87.05	87.61	88.13	88.6	89.04	89.44	89.82	90.17
21																			85	85.71	86.36	86.96	87.5	88	88.46	88.89	89.29	89.66
22																				85	85.68	86.3	86.88	87.4	87.88	88.33	88.75	89.14
23																					85	85.65	86.25	86.8	87.31	87.78	88.21	88.62
24																						85	85.63	86.2	86.73	87.22	87.68	88.1
25																							85	85.6	86.15	86.67	87.14	87.59
26																								85	85.58	86.11	86.61	87.08
27																									85	85.56	86.07	86.55
28																										85	85.54	86.03
29																											85	85.52
30																												85

PM E/A FIT/RTFB/OFFICER WORKSHEET

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013 AND EO 9397
PURPOSE: To provide a vehicle for the officers to indicate his or her preferences. SSN is used for positive identification.
ROUTINE USES: None.
DISCLOSURE: Mail form to the appropriate office.

PART I - MEMBER IDENTIFICATION DATA (MANDATORY)

NAME (Last, First, Middle initial)	SSN	GRADE	DAFSC/CORE ID	LOCATION
Kent, Clark	123-45-6789	2 Lt	N/A	Vance AFB

PART II - PREFERENCES

1ST	
2ND	
3RD	

OVERSEA COUNTRY/LOCATION PREFERENCE

LOCATION	1ST	2ND	3RD	4TH	5TH

PART III – MEMBER'S COMMENTS

My preferences for advance JSUPT training (in order) are:

T-1A

T-44

UH-1

T-38

SIGNATURE	DATE	PHONE	
		DSN	COMMERCIAL

PART IV – COMMANDER'S/SUPERVISORS RECOMMENDATION (MANDATORY)

REMARKS: Required if flight commander non-concurs with IP recommendation. Continue on back of form if necessary.

	Assigned IP (Circle One)		Flight Commander (Circle One)	
PHASE 2 ONLY				
Student Recommended for:				
T-1 (Airlift/Bomber track)	Yes	No	Concur	Non-Concur
UH-1 (Helo track)	Yes	No	Concur	Non-Concur
T-38 (Fighter track)	Yes	No	Concur	Non-Concur
T-44 (Adv Turbo-prop track)	Yes	No	Concur	Non-Concur
PHASE 3 ONLY				
Student Recommended for:				
FAIP Duty	Yes	No	Concur	Non-Concur

SIGNATURE	DATE	PHONE	
		DSN	COMMERCIAL

AF FORM 3849, JAN 96 (EF-V1) (PerFORM PRO)

AWARD SPECIFICATIONS

A7.1. Order of Daedalians AETC Commander's Trophy (JSUPT):

The trophy is an 8-inch tall weathered brass finish statue of an eagle, mounted on a wood base approximately 5 inches by 5 inches wide and 4 inches tall. A suitable brass plate is attached to the base and engraved with the following:

<div align="center">

AETC COMMANDER'S TROPHY
SPONSORED BY
ORDER OF DAEDALIANS
(Grade and Name)
(Class)
(Training Base)

</div>

A7.2. AETC Commander's Trophy (JSUNT):

The trophy is an 8-inch tall weathered brass finish statue of an eagle, mounted on a wood base approximately 5 inches by 5 inches wide and 4 inches tall. A suitable brass plate is attached to the base and engraved with the following:

<div align="center">

AETC COMMANDER'S TROPHY
(*Grade and Name*)
(Class)

</div>